



# Agency Viewer User Guide

Federal Docket Management System

2016

Developed for:



eRulemaking Program Management Office  
EPA West Building, Room 6408  
1301 Constitution Ave, N.W.  
Washington, D.C. 20004

# Table of Contents

|                                       |           |
|---------------------------------------|-----------|
| <b>Introduction.....</b>              | <b>6</b>  |
| <b>FDMS Self-Register .....</b>       | <b>7</b>  |
| <b>Logging in to FDMS.....</b>        | <b>8</b>  |
| <b>Managing User Profile .....</b>    | <b>9</b>  |
| My Info .....                         | 9         |
| My Password.....                      | 10        |
| Notifications.....                    | 11        |
| My Contacts.....                      | 13        |
| <b>Homepage.....</b>                  | <b>15</b> |
| Home Tab.....                         | 16        |
| FDMS Features .....                   | 17        |
| Training Resources.....               | 18        |
| <b>Menu .....</b>                     | <b>19</b> |
| My Favorites.....                     | 19        |
| Recently Viewed.....                  | 22        |
| Flagged Documents.....                | 23        |
| <b>Searching.....</b>                 | <b>24</b> |
| Quick Search.....                     | 24        |
| Docket and Document List Search ..... | 25        |
| Docket Tree Search.....               | 26        |
| Document Folder Search .....          | 27        |
| Advanced Search .....                 | 28        |
| Search Results.....                   | 31        |
| Save Search Results Export .....      | 32        |
| <b>Docket Overview .....</b>          | <b>35</b> |
| Docket Details.....                   | 35        |
| Docket Overview Tab .....             | 36        |
| Related Dockets.....                  | 37        |
| Point of Contact (POC).....           | 38        |
| <b>Document Overview.....</b>         | <b>39</b> |
| Document Details.....                 | 39        |
| Document Details Actions Menu.....    | 41        |

|   |           |
|---|-----------|
| Optional Details .....                          | 42        |
| Submitter Info .....                            | 42        |
| Attachments.....                                | 43        |
| <b>Docket Tree and Document List.....</b>       | <b>44</b> |
| <b>Batch Processing .....</b>                   | <b>46</b> |
| Batch Processing Locations .....                | 46        |
| <b>Comment Deduplication.....</b>               | <b>49</b> |
| Deduplication Process and Important Terms.....  | 49        |
| Viewing the Deduplication Results.....          | 50        |
| Deduplication Results.....                      | 50        |
| <b>Auto Categorization .....</b>                | <b>53</b> |
| Important Concepts for Auto Categorization..... | 53        |
| Viewing Auto Categorization Results.....        | 53        |
| Auto Categorization Results .....               | 54        |
| <b>Reports .....</b>                            | <b>56</b> |
| Standard Reports.....                           | 56        |
| Report Terms and Definitions.....               | 57        |
| Summary Module.....                             | 58        |
| <b>FDMS Resource Center .....</b>               | <b>59</b> |

## List of Figures

|  |    |
|--|----|
| Figure 1: FDMS Self-Register Link.....                     | 7  |
| Figure 2: Logging in to FDMS.....                          | 8  |
| Figure 3: Forgot Password Screen .....                     | 8  |
| Figure 4: Accessing the User Profile .....                 | 9  |
| Figure 5: My Info Screen .....                             | 9  |
| Figure 6: My Password Screen.....                          | 10 |
| Figure 7: Notifications Screen.....                        | 11 |
| Figure 8: Select a Docket Pop-up Window .....              | 12 |
| Figure 9: Add Notification Events Pop-up Window .....      | 12 |
| Figure 10: Docket Event Notification Settings.....         | 12 |
| Figure 11: My Contacts Screen .....                        | 13 |
| Figure 12: Select a User Pop-up Window .....               | 14 |
| Figure 13: Managing My Contacts.....                       | 14 |
| Figure 14: The Homepage Displaying the Menu Options.....   | 15 |
| Figure 15: The Home Tab on the Homepage.....               | 16 |
| Figure 16: The FDMS Features Tab on the Homepage.....      | 17 |
| Figure 17: The Training Resource Tab on the Homepage.....  | 18 |
| Figure 18: My Favorites.....                               | 19 |
| Figure 19: My Favorites Docket List.....                   | 20 |
| Figure 20: The Document List .....                         | 21 |
| Figure 21: Recently Viewed .....                           | 22 |
| Figure 22: Flagged Documents.....                          | 23 |
| Figure 23: Quick Search Dropdown Options .....             | 24 |
| Figure 24: Document Filter on the Document List.....       | 25 |
| Figure 25: Docket Tree Search Bar .....                    | 26 |
| Figure 26: Document Folder Search.....                     | 27 |
| Figure 27: Advanced Search Link.....                       | 28 |
| Figure 28: The Advanced Search Screen .....                | 28 |
| Figure 29: Modify Text Type(s) Pop-up Window .....         | 29 |
| Figure 30: Search Results Screen .....                     | 31 |
| Figure 31: Save Search Results.....                        | 32 |
| Figure 32: Receiving a File Package from FDMS Extract..... | 33 |
| Figure 33: Please Complete Your Download Screen.....       | 33 |
| Figure 34: FDMS EXTRACT Download Screen.....               | 33 |
| Figure 35: Export Spreadsheet.....                         | 34 |
| Figure 36: Docket Details Screen .....                     | 35 |
| Figure 37: Docket Overview Tab.....                        | 36 |
| Figure 38: Related Dockets Tab .....                       | 37 |
| Figure 39: Docket POC Tab .....                            | 38 |

|   |    |
|---|----|
| <b>Figure 40:</b> Docket Tree and Document Details.....                                   | 39 |
| <b>Figure 41:</b> Document Details Actions Dropdown.....                                  | 41 |
| <b>Figure 42:</b> Optional Details Tab .....  | 42 |
| <b>Figure 43:</b> Submitter Info Tab .....  | 42 |
| <b>Figure 44:</b> The Attachments Tab.....  | 43 |
| <b>Figure 45:</b> Phase-Sequence Contents Document List .....                             | 44 |
| <b>Figure 46:</b> Status Folder Contents Document List.....                               | 45 |
| <b>Figure 47:</b> Selecting Multiple Documents from the Document List.....                | 46 |
| <b>Figure 48:</b> Batch Processing Options for Multiple Document Selection.....           | 47 |
| <b>Figure 49:</b> Batch Options Tab When Selecting a Folder from the Docket Tree .....    | 47 |
| <b>Figure 50:</b> Multiple Document Selection from Within a Folder .....                  | 48 |
| <b>Figure 51:</b> Actions Dropdown on an FR Document.....                                 | 50 |
| <b>Figure 52:</b> Duplicates Tree on the Left and Deduplication Details on the Right..... | 50 |
| <b>Figure 53:</b> Near Duplicate Document .....   | 51 |
| <b>Figure 54:</b> Actions Dropdown on an FR Document.....                                 | 53 |
| <b>Figure 55:</b> Auto Categorization Details.....  | 54 |
| <b>Figure 56:</b> Auto Categorization Tree and Details.....                               | 55 |
| <b>Figure 57:</b> Reports Link.....   | 56 |
| <b>Figure 58:</b> Standard Reports Menu.....  | 56 |
| <b>Figure 59:</b> Summary Menu Options and Summary Statistics.....                        | 58 |
| <b>Figure 60:</b> General Information Navigation Bar .....                                | 59 |
| <b>Figure 61:</b> Resource Center .....   | 59 |

## Revision Log

| Date     | Version No. | Description                       | Author         | Reviewer           | Review Date |
|----------|-------------|-----------------------------------|----------------|--------------------|-------------|
| 06/06/16 | 8.0         | Migrated to the new template      | Grace Reddish  | Nirendra Joshi     | 06/07/16    |
| 06/09/16 | 8.1         | Incorporated 4.12 release updates | Nirendra Joshi | Crystal Vitagliano | 06/22/16    |
| 09/21/16 | 9.2         | Incorporated 4.13 release updates | Grace Reddish  | Crystal Vitagliano | 09/28/2016  |
|          |             |                                   |                |                    |             |
|          |             |                                   |                |                    |             |
|          |             |                                   |                |                    |             |
|          |             |                                   |                |                    |             |
|          |             |                                   |                |                    |             |
|          |             |                                   |                |                    |             |
|          |             |                                   |                |                    |             |
|          |             |                                   |                |                    |             |
|          |             |                                   |                |                    |             |

## Introduction

Welcome to the **Federal Docket Management System (FDMS)**. FDMS is a centralized Docket Management system that provides federal agencies the ability to search, view, download, and review comments on proposed federal rules. In addition, it offers agencies extensive functionality to facilitate their regulatory business activities, including the ability to:

- ❖ Run full text searches on Dockets, Documents, and Attachments
- ❖ Mark Dockets and Documents to My Favorites and Flagged Documents
- ❖ Create and manage Dockets electronically
- ❖ Manage and post Documents individually
- ❖ Batch Process Documents
- ❖ Identify duplicate comments and mass mail campaigns through Comment Deduplication
- ❖ Perform advanced text analytics through Auto Categorization
- ❖ Customize portions of FDMS to meet the needs of each agency

FDMS is a major component of the eRulemaking Initiative. The eRulemaking Initiative is one of the 25 e-Government initiatives associated with the President's Management Agenda. The U.S. Environmental Protection Agency (EPA) is the managing partner for this initiative.

FDMS **Best Practices** have been implemented to improve how agencies use FDMS while increasing the public's access to regulatory information, as well as encouraging public participation through the Regulations.gov website. Best Practice goals include:

- ❖ Increase access to the full lifecycle of federal regulatory content.
- ❖ Build a common taxonomy and establish protocols for managing Dockets and regulatory Documents.
- ❖ Compile comprehensive electronic Dockets and increase agency efficiency.
- ❖ Use one Docket to manage a regulatory action.

## FDMS Self-Register

To use the **Federal Docket Management System (FDMS)**, every user must have a valid username and password. All users have the ability to self-register and electronically submit a request for access to the system.

Please enter your login information below.  
If you do not have a login, please [click here to register](#)

Username

Password

Login

Did you forget your username or password? [click here for help](#)

You are requesting access to an official United States Federal Government application. The use of this application is for authorized purposes only. The Federal Government may monitor or audit use and accessing this application constitutes consent to such surveillance. Unauthorized attempts to upload and/or change information on this website is strictly prohibited under the computer fraud and abuse act of 1986 and title 18, usc, sec 1001 and 1030(a)(4) and may carry a punishment of 5 years imprisonment and/or a \$250,000 fine.

By logging into this system, you acknowledge that you understand the responsibilities of using this system and will comply with the Rules of Behavior for FDMS. See [Rules of Behavior](#) for additional details.

If you are looking for the Regulations.gov public site, find it at [www.regulations.gov](http://www.regulations.gov).

USA.gov E-GoV

About Us | Privacy & Security Notice | Accessibility | Contact Us | USA.gov | E-Gov.gov

Figure 1: FDMS Self-Register Link

### Submitting a Self-Registration Request

1. Access FDMS by launching your internet browser and entering [www.fdms.gov](http://www.fdms.gov) in the address bar.
2. On the FDMS login page click the **click here to register** link.
3. Review the **Terms of Use** and click the **I Agree** button. The **User Self-Registration** form is displayed.
4. Complete all required fields and select the appropriate **Access Level**.
5. Click the **submit** button to be approved by the **Agency Administrator**.



**Note:** If a user is unsure of what access level to choose, select **Agency Viewer**. The **Agency Administrator** can make the necessary adjustment if the role (access) should change.



**Note:** The registration request is submitted to the **Agency Administrator**. Once the request is approved you will receive an email confirmation. Please follow the email instructions to complete the process.



## Logging in to FDMS

Access FDMS by launching your internet browser and entering [www.fdms.gov](http://www.fdms.gov) in the address bar.

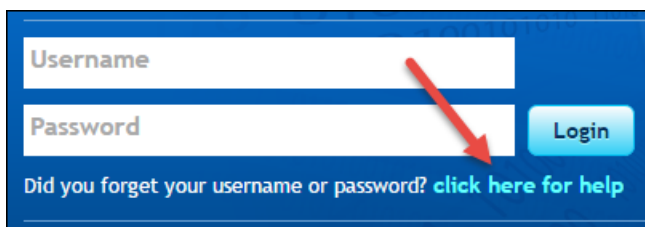
A screenshot of the FDMS login page. It features a blue header and a white login form. The form has two input fields: 'Username' and 'Password'. A red arrow points from the 'Password' field to the 'Login' button. Below the fields is a link that says 'Did you forget your username or password? click here for help'.

Figure 2: Logging in to FDMS

### Logging in to FDMS

1. Access FDMS by launching your internet browser and entering [www.fdms.gov](http://www.fdms.gov) in the address bar.
2. On the FDMS login page type your username in the **Username** field.
3. Type your password in the **Password** field.
4. Click the **Login** button.
5. Use the **click here for help** link to reset your password.



**Note:** Users must contact their Agency Administrator if they have forgotten their username.



**Note:** After five incorrect login attempts users will be locked out of the system for 30 minutes and will be unable to utilize the “forgot password” function.



**Note:** Please refer to the **My Password** section for more information on Password Rule and Requirements.

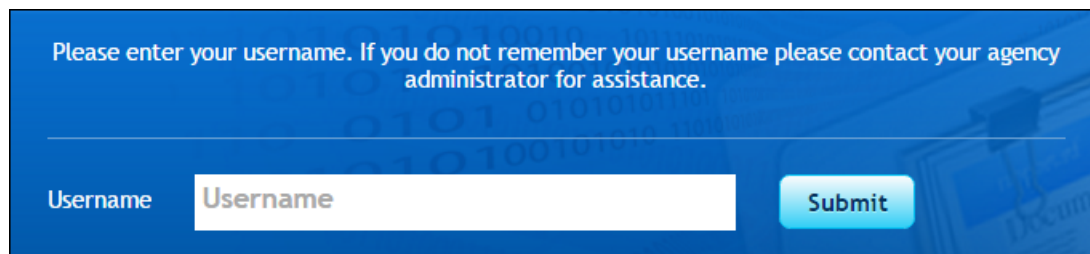
A screenshot of the 'Forgot Password' screen. It has a blue background with a white text box at the top that says 'Please enter your username. If you do not remember your username please contact your agency administrator for assistance.' Below this is a white input field labeled 'Username' and a blue 'Submit' button.

Figure 3: Forgot Password Screen

## Managing User Profile

FDMS users are able to access and manage their user information including answers to the security questions and their password in the **User Profile**. Users can also manage **Notifications** and their **FDMS Contacts**.

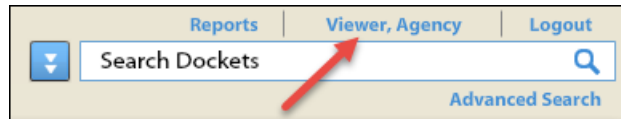


Figure 4: Accessing the User Profile

### Accessing the User Profile

1. Click the hyperlinked user's name located in the top tool bar of the Homepage.

## My Info

Figure 5: My Info Screen

### My Info

1. **My Info** will display by default when accessing the User Profile.
2. Edit (add, remove, update) **User Info** and **Supervisory Point of Contact (POC) Information** on this screen.
3. Click the **Save** button to save any changes.



**Note:** The \* icon indicates a **required** metadata field. When a cursor is hovered over the ! icon, a tool tip message appears explaining the requirements of the field.

## My Password

Figure 6: My Password Screen

### My Password

1. Click **My Password** from the **Profile Menu** options to display the **Password Information** screen on the right. (As shown above)
2. Update the **Secret Questions** and answers and/or change your **Password**.



**Note:** Users will be prompted to enter their *Secret Questions and Answers* in the *My Password* section if they are not filled out.

3. Click the **Save** button to save any changes made on this screen.



**Note:** The *Number of Days Until Password Expires* displays at the bottom of the screen.

## Password Rules and Requirements

### Password Rules and Requirements

- ❖ **Complexity:** Passwords must be between 12-20 characters and must include at least one upper case letter, one lower case letter, one number, and one special character.
- ❖ **Inactivity:** User accounts will be locked after 30 days of inactivity. To reset their account, a user must contact their Agency Administrator.
  - ❖ Users will receive inactivity reminder emails at 15, 4, 3, 2, and 1 day prior to their account being locked.

## Password Rules and Requirements

- ❖ **Minimum and Maximum Lifetime Restrictions:** Passwords must be changed every 60 days for security purposes. If a user does not reset their password within 60 days, their account will be locked and need to be reset by the Agency Administrator.
  - ❖ Users cannot change their passwords more than once in a 24-hour period.
  - ❖ Users will receive reminder emails once daily beginning 10 days prior to the password expiration until the password has been changed.
  - ❖ Users will also see the “Password Expiring Soon” prompt when they log in to FDMS within the 10-day period.
- ❖ **Reuse Restrictions:** Users cannot reuse any of the past 24 passwords.

## Notifications

**Notifications** enable users to request email notifications for specific Docket events. These events include Document Added, Comment Published, and Comment Received. The frequency and the duration of the notification are determined on a docket-by-docket basis.

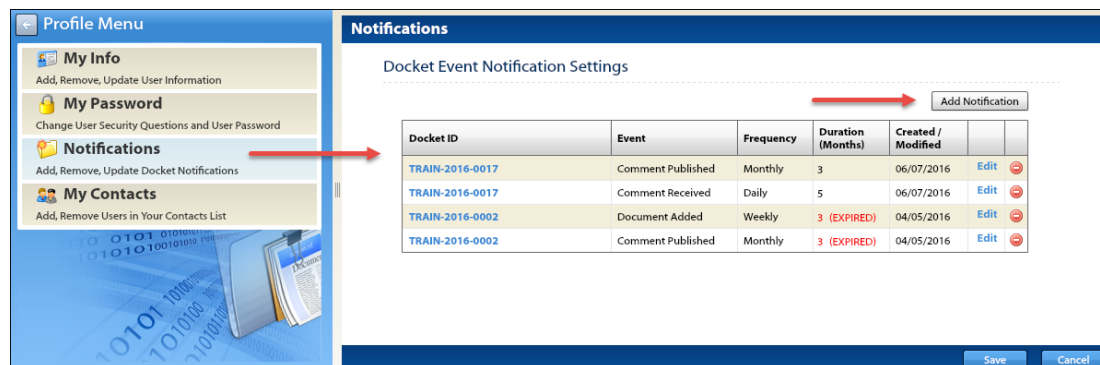


Figure 7: Notifications Screen

### Adding a Notification

1. Click **Notifications** from the **Profile Menu** options to display the Notifications screen on the right. (As shown above)
2. To add a Notification, click the **Add Notification** button from the Notifications screen.
3. The **Select a Docket** pop-up window is displayed.

Select a Docket

Keyword Search:  Docket ID Search:

| ID              | Title         | Type          | RIN | Created    |
|-----------------|---------------|---------------|-----|------------|
| TRAIN-2016-0001 | Test Docket 1 | Nonrulemaking |     | 02/05/2016 |
|                 |               |               |     |            |
|                 |               |               |     |            |
|                 |               |               |     |            |

Figure 8: Select a Docket Pop-up Window

Add Notification Events

Docket ID: TRAIN-2016-0001

Document Added

☐ Frequency: Daily Duration (Months):

☐ Frequency: Weekly Duration (Months):

☐ Frequency: Monthly Duration (Months):

Comment Published

☐ Frequency: Daily Duration (Months):

☐ Frequency: Weekly Duration (Months):

☐ Frequency: Monthly Duration (Months):

Comment Received

☐ Frequency: Daily Duration (Months):

☐ Frequency: Weekly Duration (Months):

☐ Frequency: Monthly Duration (Months):


Figure 9: Add Notification Events Pop-up Window

Docket Event Notification Settings

| Docket ID       | Event             | Frequency | Duration (Months) | Created / Modified |                      |                                  |
|-----------------|-------------------|-----------|-------------------|--------------------|----------------------|----------------------------------|
| TRAIN-2016-0017 | Comment Published | Monthly   | 3                 | 06/07/2016         | <a href="#">Edit</a> | <input type="button" value="X"/> |
| TRAIN-2016-0017 | Comment Received  | Daily     | 5                 | 06/07/2016         | <a href="#">Edit</a> | <input type="button" value="X"/> |
| TRAIN-2016-0002 | Document Added    | Weekly    | 3 (EXPIRED)       | 04/05/2016         | <a href="#">Edit</a> | <input type="button" value="X"/> |
| TRAIN-2016-0002 | Comment Published | Monthly   | 3 (EXPIRED)       | 04/05/2016         | <a href="#">Edit</a> | <input type="button" value="X"/> |

Figure 10: Docket Event Notification Settings

### Adding a Notification Continued...

4. To search for the appropriate Docket, enter a **Keyword**, or a full or partial **Docket ID**.
5. From the search results, select the desired Docket and click OK.
6. The **Add Notification Events** pop-up window is displayed.
7. Check the box(es) for the desired event(s), frequency(s) and duration for the Docket and click OK.
8. Click **Edit** to make modifications, click the  icon to delete the notification.



**Note:** Expired Notifications can be edited and made active again, or deleted.



**Note:** Multiple notifications can be applied to the same Docket.

## My Contacts

**My Contacts** enables users to manage a list of FDMS contacts within the User Profile. The contact list enables users to quickly find and select users while managing Docket and Document assignments and permissions.

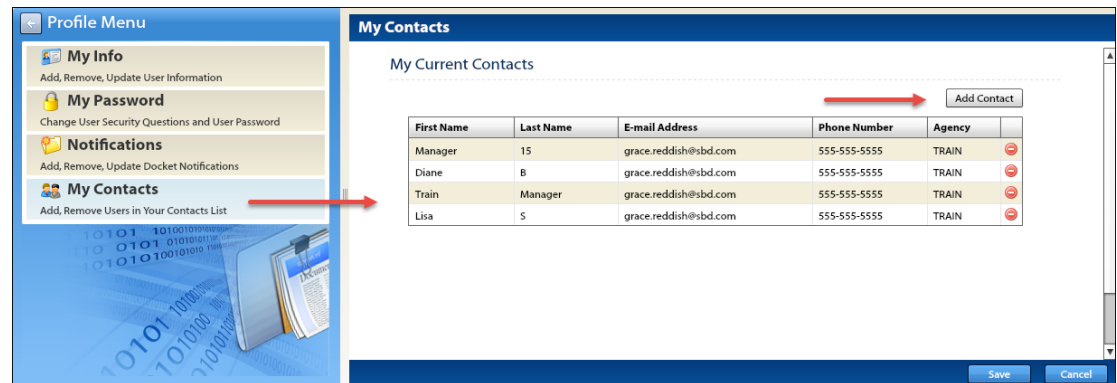


Figure 11: My Contacts Screen

### Adding a Contact

1. Click **My Contacts** from the **Profile Menu** options to display the My Contacts screen on the right. (As shown above)
2. To add a contact, click the **Add Contact** button from the My Contacts screen.
3. The **Select a User** pop-up window is displayed.

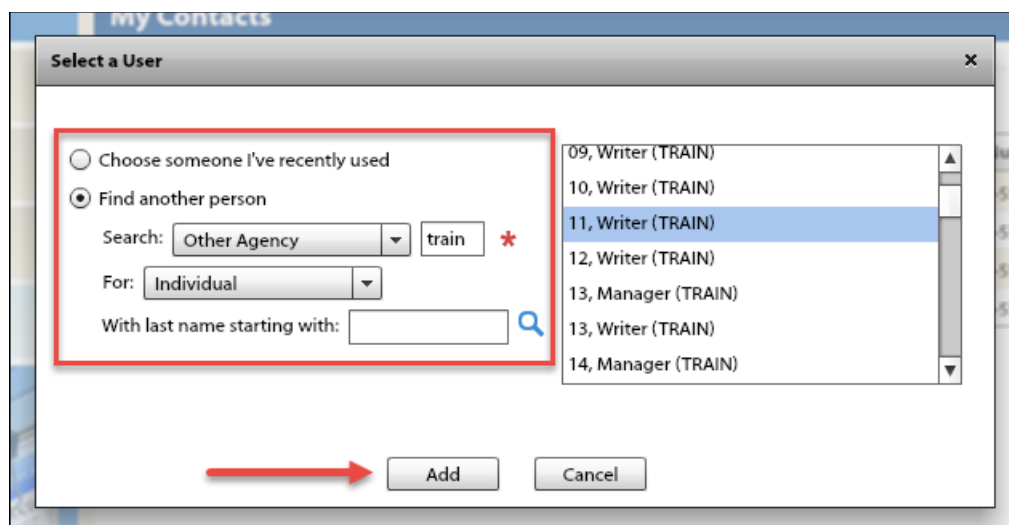


Figure 12: Select a User Pop-up Window

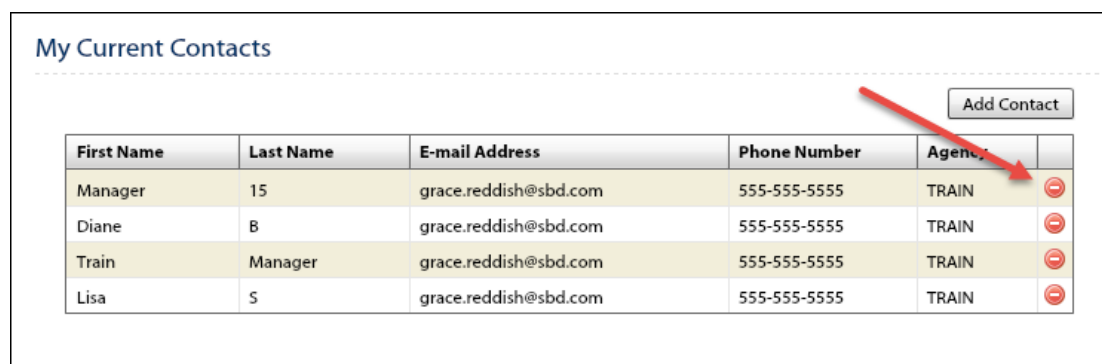




Figure 13: Managing My Contacts

### Adding a Contact Continued...

4. Select the applicable option in the **Select a User** pop-up window and choose the user from the box on the right. The options are:
  - ❖ **Choose someone I've recently used**
  - ❖ **Find another person:** use this option to search for a person from your agency, department, another agency, or as an FDMS global search
5. If using the **Find another person** option, enter the full or partial last name and click the  icon.
6. Select the correct user from the search results and click **Add**.
7. Click the **Save** button on the My Contacts screen to complete the adding process.
8. Click the  icon to delete a contact.

## Homepage

The **Homepage** contains the **Menu** section on the left and three tabs in the content view on the right. Agency Viewers will be able to access **My Favorites**, **Recently Viewed**, and **Flagged Documents** options (further details can be found in the **Menu** section). The three tabs in the content view are **Home**, **FDMS Features**, and **Training Resources**. The **FDMS.gov** logo on the top left of the screen can be used to navigate back to the Homepage from anywhere in the system.

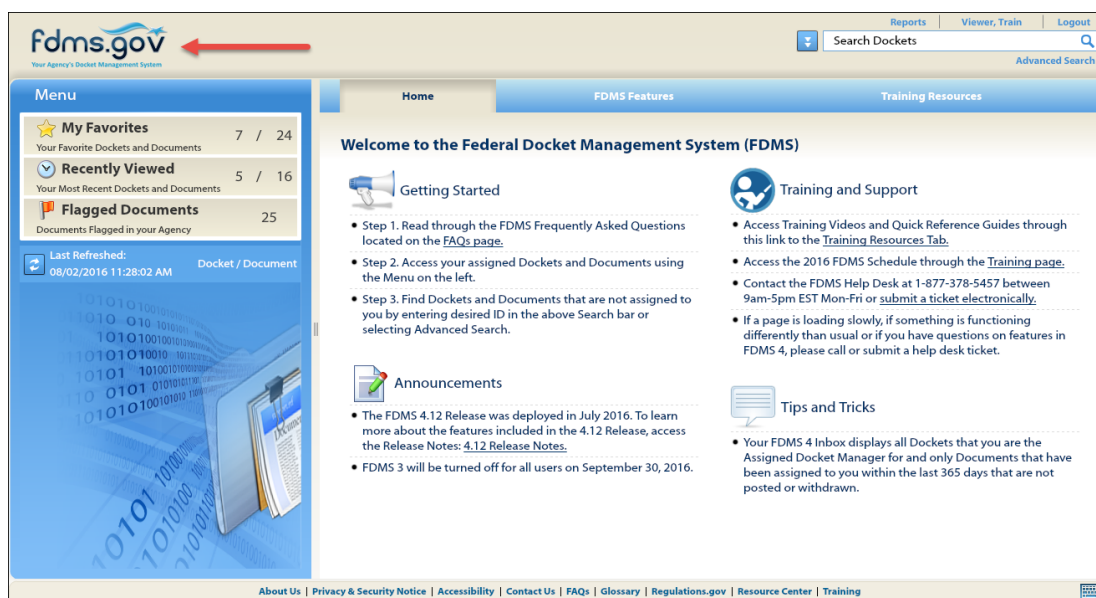


Figure 14: The Homepage Displaying the Menu Options



## Home Tab

The **Home** tab contains the **Getting Started**, **Training and Support**, **Announcements**, and **Tips and Tricks** sections.

### FDMS Help Desk

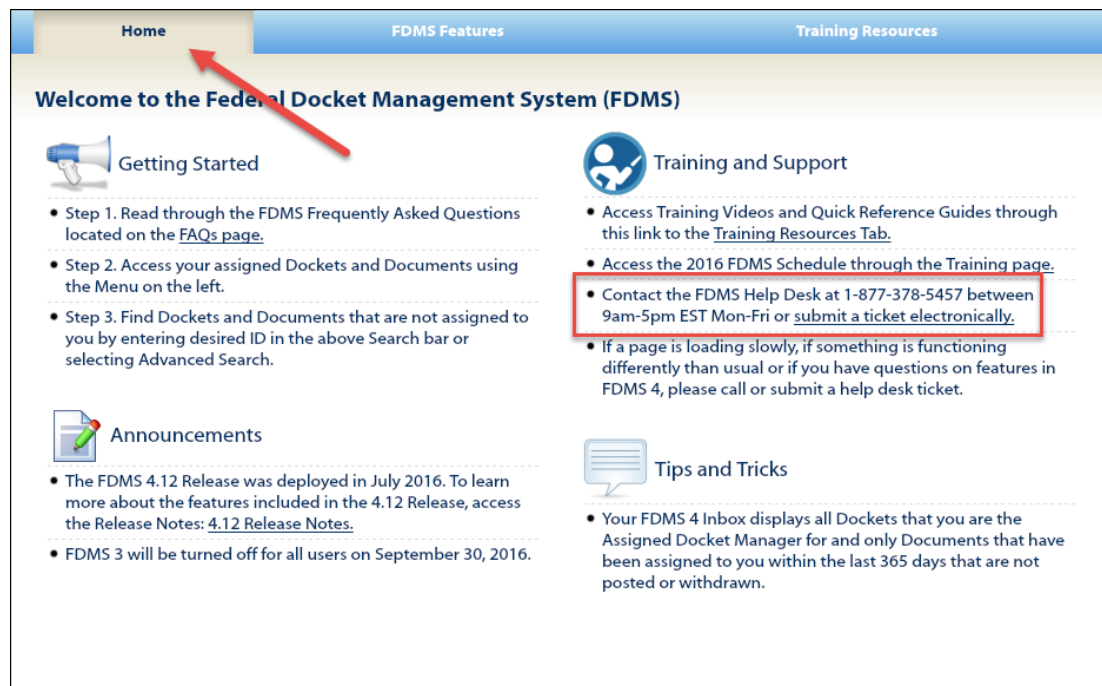


Figure 15: The Home Tab on the Homepage

#### FDMS Help Desk

1. To contact the **FDMS Help Desk** call at **1-877-ERUL HLP (1-877-378-5457)** Monday through Friday, 9:00 AM – 5:00 PM EST.  
– OR –
2. Click the link to **submit a ticket electronically**.

## FDMS Features

The **FDMS Features** tab highlights the features that have been **Recently Added** and those that are **Coming Soon**. It also displays any currently **Known Issues** or bugs as well as the basic **System Requirements** to run FDMS.gov.

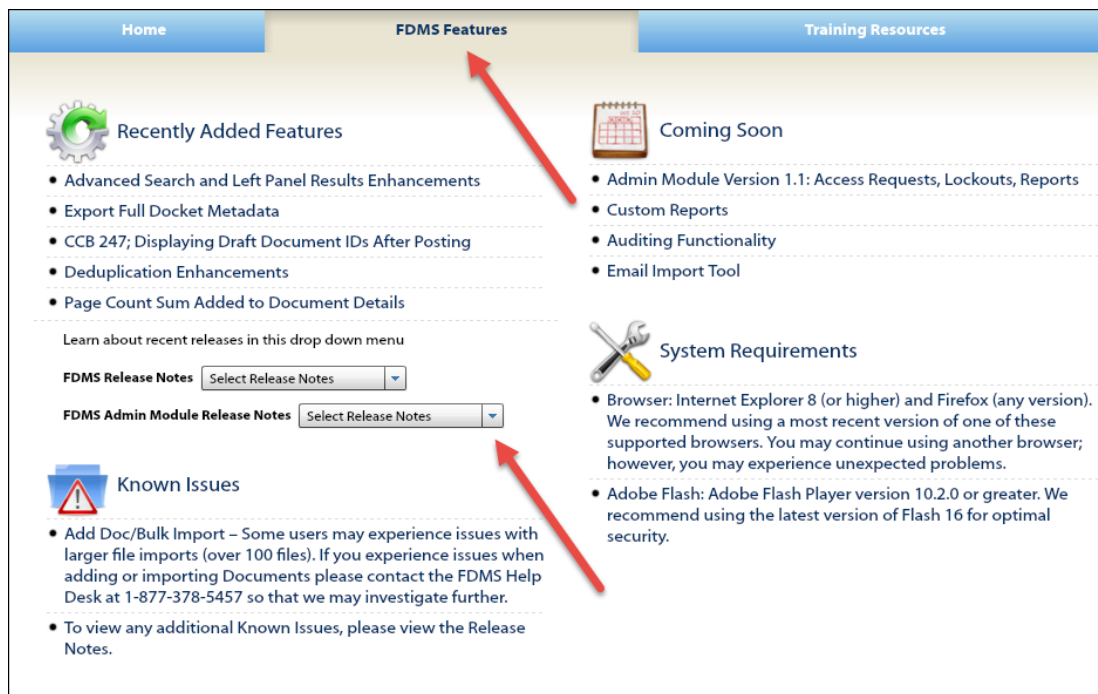


Figure 16: The FDMS Features Tab on the Homepage

### FDMS Features

1. Click the **FDMS Features** tab on the Homepage to view additional information about the site.
2. Access current and past FDMS 4 Release Notes from the **Release Notes** dropdown menu.

## Training Resources

The **Training Resources** tab contains all available training materials. Users can access role specific **User Guides** and on demand **Recorded Training Webcasts**. Also available are **Quick Reference Guides (QRG's)** and short **Video Tutorials** on important features of the system.

**Welcome to the Training Resources Page!**

Please select your desired option from each of the drop down menus. These resources are frequently updated, so we recommend you revisit this page after each release to download the most up-to-date training materials.

If you have further questions, please contact the FDMS help desk at 877-378-5457, Mon-Fri 9am-5pm EST.


**Video Tutorials (length < 10 min):** Select Demo Video

**Recorded Training Webcasts (length > 1 hr):** Select Demo Video

**Quick Reference Guides (pdf):** Select Quick Reference Guide

**User Guides (pdf):** Select User Guide

**Additional Reference Guides (pdf):** Select Reference Guide

 **We Need Your Feedback!**

- [Take a brief FDMS 4 Survey](#). Your feedback will let us know how we can improve the FDMS site to meet your needs for performance and functionality.
- [Contact the FDMS Help Desk](#). If a page is loading slowly, if something is functioning differently than usual or if you have questions on features in FDMS 4, please submit a help desk ticket.

Figure 17: The Training Resource Tab on the Homepage

### Training Resources

1. Click the **Training Resources** tab on the Homepage.
2. Utilize the dropdown menus to browse and select from the available materials.



**Note:** *Recorded Training Webcasts open in a new tab.*

## Menu

The menu includes **My Favorites**, **Recently Viewed**, and **Flagged Documents**. The counts (e.g. 7/24) next to each menu option denote the number of available Dockets or Documents as indicated by the hover-over text (not shown here).

### My Favorites

**My Favorites** gives the user the ability to mark Dockets and/or Documents as favorites and store them in an area to be easily located. Dockets and Documents can be removed from **My Favorites** at any time.

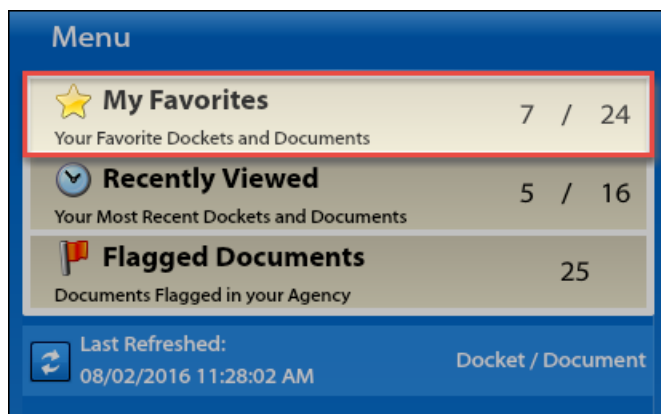


Figure 18: My Favorites

#### My Favorites

1. Click the applicable **number count** to view Dockets or Documents saved as **Favorites**.
2. The **Docket** or **Document List** is displayed on the left and the **Docket** or **Document Details** are displayed in the content view on the right.



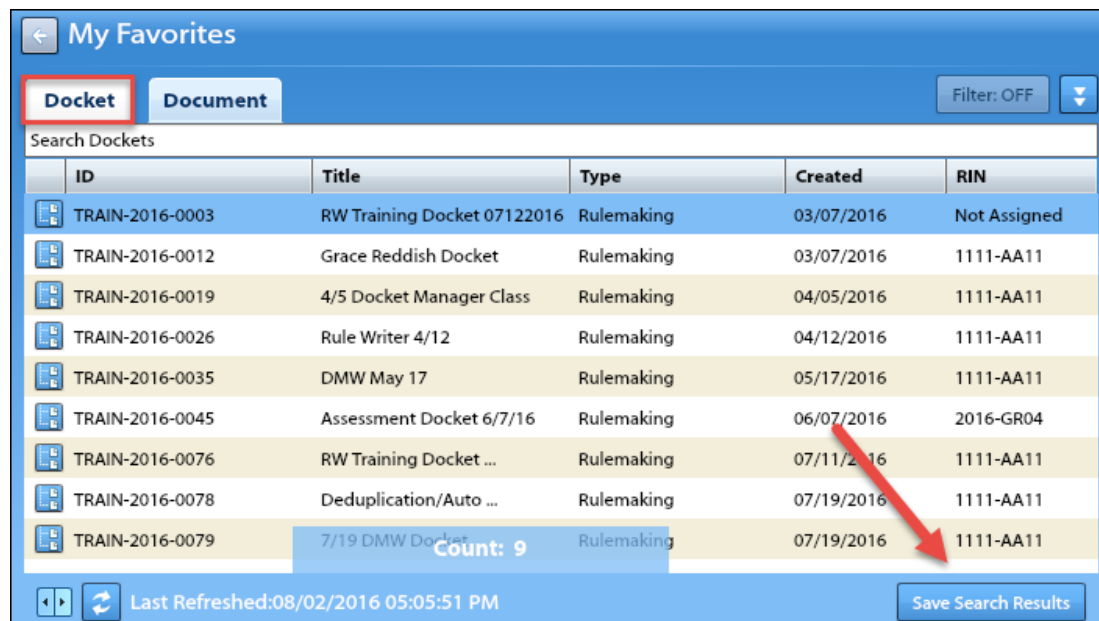
**Note:** See the ***Docket*** and ***Document*** sections for instructions on adding or removing items from ***My Favorites***.



**Note:** Refer to the ***Batch*** Processing section to see how multiple Dockets and Documents can be added to or removed from ***My Favorites***.

## Docket List

The **Docket List** is displayed by default when **My Favorites** is accessed from the Menu.



| ID              | Title                       | Type       | Created    | RIN          |
|-----------------|-----------------------------|------------|------------|--------------|
| TRAIN-2016-0003 | RW Training Docket 07122016 | Rulemaking | 03/07/2016 | Not Assigned |
| TRAIN-2016-0012 | Grace Reddish Docket        | Rulemaking | 03/07/2016 | 1111-AA11    |
| TRAIN-2016-0019 | 4/5 Docket Manager Class    | Rulemaking | 04/05/2016 | 1111-AA11    |
| TRAIN-2016-0026 | Rule Writer 4/12            | Rulemaking | 04/12/2016 | 1111-AA11    |
| TRAIN-2016-0035 | DMW May 17                  | Rulemaking | 05/17/2016 | 1111-AA11    |
| TRAIN-2016-0045 | Assessment Docket 6/7/16    | Rulemaking | 06/07/2016 | 2016-GR04    |
| TRAIN-2016-0076 | RW Training Docket ...      | Rulemaking | 07/11/2016 | 1111-AA11    |
| TRAIN-2016-0078 | Deduplication/Auto ...      | Rulemaking | 07/19/2016 | 1111-AA11    |
| TRAIN-2016-0079 | 7/19 DMW Docket             | Rulemaking | 07/19/2016 | 1111-AA11    |




Count: 9

Last Refreshed: 08/02/2016 05:05:51 PM

Save Search Results

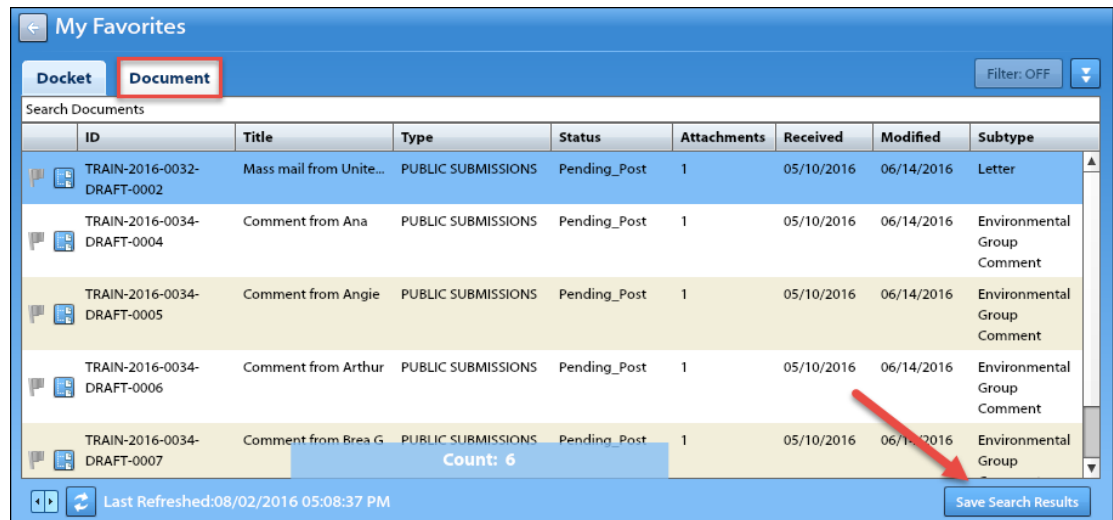
Figure 19: My Favorites Docket List

### Docket List

1. Click the **Docket count** or **Inbox** to access the **Docket List**.
2. Users can search within the **Docket List** by using a **full or partial ID, Title, or Type** in the smart search bar. The list will auto-update as search criteria is entered.
3. The **Docket Filter** provides additional options to narrow the list.
4. Click the  icon to access the **Docket Tree** to view accompanying documents.
5. The **Count** reflects the total number of dockets in the list. The count will auto-update when either searching within the docket list or if the **Filter** is set to "ON".
6. Click the  icon to **Expand** or **Shrink** the column header/s displayed.
7. Click the  icon to **Refresh** the page to display the most recent information.
8. Click the **Save Search Results** button to save the contents showing in the Docket List as a CSV file or have a **Full Export** emailed to you (further information on Full Export can be found in the **Save Search Results Export** section).

## Document List

The **Document List** can be accessed by clicking the **Document count** (from the **Menu**) or the **Document tab** when a user is in **My Favorites**.



| ID                         | Title                   | Type               | Status       | Attachments | Received   | Modified   | Subtype                     |
|----------------------------|-------------------------|--------------------|--------------|-------------|------------|------------|-----------------------------|
| TRAIN-2016-0032-DRAFT-0002 | Mass mail from Unite... | PUBLIC SUBMISSIONS | Pending_Post | 1           | 05/10/2016 | 06/14/2016 | Letter                      |
| TRAIN-2016-0034-DRAFT-0004 | Comment from Ana        | PUBLIC SUBMISSIONS | Pending_Post | 1           | 05/10/2016 | 06/14/2016 | Environmental Group Comment |
| TRAIN-2016-0034-DRAFT-0005 | Comment from Angie      | PUBLIC SUBMISSIONS | Pending_Post | 1           | 05/10/2016 | 06/14/2016 | Environmental Group Comment |
| TRAIN-2016-0034-DRAFT-0006 | Comment from Arthur     | PUBLIC SUBMISSIONS | Pending_Post | 1           | 05/10/2016 | 06/14/2016 | Environmental Group Comment |
| TRAIN-2016-0034-DRAFT-0007 | Comment from Brea G     | PUBLIC SUBMISSIONS | Pending_Post | 1           | 05/10/2016 | 06/14/2016 | Environmental Group         |






Count: 6

Last Refreshed: 08/02/2016 05:08:37 PM

Save Search Results

Figure 20: The Document List

### Document List

1. Click the **Document count** or the **Document tab** to access the **Document List**.
2. Users can search within the **Document List** by using a **full or partial ID, Title, Type, or Status** in the smart search bar. The list will auto-update as search criteria is entered.
3. The **Document Filter** provides additional options to narrow the list.
4. Click the  icon to access the **Docket Tree** to view associated documents.
5. The **Count** reflects the total number of documents in the list. The count will auto-update when either searching within the document list or if the **Filter** is set to "ON".
6. Click the  icon to **Expand** or **Shrink** the column header/s displayed.
7. Click the  icon to **Refresh** the page to display the most recent information.
8. Click the  icon to **Flag** a document to indicate a follow-up or additional review is needed. A flagged document can be **Unflagged** by clicking on the  icon. See the **Flagged Documents** section for more information.
9. Click the **Save Search Results** button to save the contents showing in the Document List as a CSV file or have a **Full Export** emailed to you (further

## Document List

information on Full Export can be found in the **Save Search Results Export** section).

## Recently Viewed

**Recently Viewed** displays the 100 most recently viewed Dockets and Documents and benefits both frequent and infrequent FDMS users in locating their Dockets and Documents. The 100 most recently accessed Dockets and Documents will always be stored under Recently Viewed.

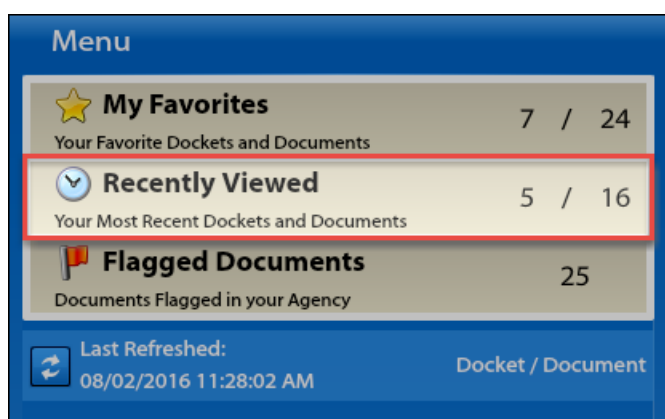


Figure 21: Recently Viewed

### Recently Viewed

1. Click the applicable **number count** to view Dockets or Documents stored under **Recently Viewed**.
2. The **Docket** or **Document List** is displayed on the left and the **Docket** or **Document Details** are displayed in the content view on the right.



**Note:** Dockets and Documents are automatically added to Recently Viewed upon being accessed.

## Flagged Documents

**Flagged Documents** displays the documents marked for follow-up, or to indicate whether additional review is needed. As long as a user has **permission** to the flagged Document, it is viewable to that user in **Flagged Documents**.

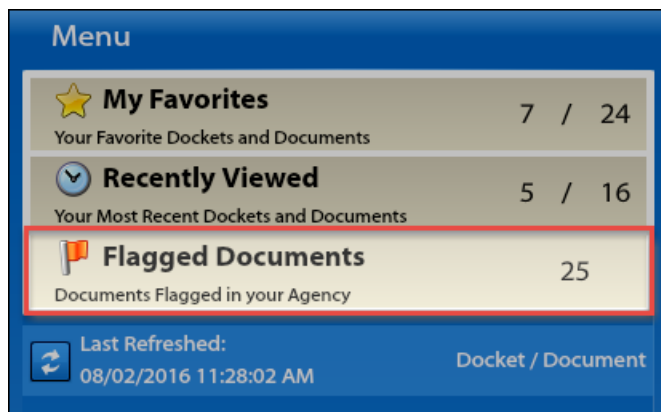


Figure 22: Flagged Documents

### Flagged Documents

1. Click the **number count** to view all Documents in **Flagged Documents**.
2. The **Document List** is displayed on the left and the **Document Details** of the first Document in the list is displayed in the content view on the right.



**Note:** All agency users can flag or unflag documents.



**Note:** Refer to the

**Batch Processing** section to see how multiple Dockets and Documents can be added to or removed from **Flagged Documents**.



## Searching

FDMS enables users to search for Dockets and Documents quickly and efficiently with enhanced searching tools. For full system searches users can utilize both the **Quick Search** and **Advanced Search** options. Users are also able to search and/or filter their Dockets and Documents by utilizing the smart search bar located in multiple locations such as the **Menu** options, **Search Results**, **Deduplication Results (Duplicates Tree)**, **Folder Contents (Document List)**, **Docket Tree** etc.

### Quick Search

Users can perform a **Quick Search** by using the **search bar** located at the top right corner of the screen. By default, the Quick Search will be run on Dockets. Additional search options are available by clicking the dropdown icon to the left of the search box (shown below).

The screenshot shows the top navigation bar with links for Reports, Viewer, Train, and Logout. Below this is a search bar labeled "Search Dockets" with a magnifying glass icon. To the left of the search bar is a dropdown icon. A red arrow points from this icon to a "Search Options" panel. The panel contains the following fields:

- For:** Docket (dropdown)
- Type:** All Types (dropdown)
- Subtype:** All Subtypes (dropdown)
- RIN:** (text input)
- Date:** All Date Ranges (dropdown)
- From:** (calendar icon)
- To:** (calendar icon)
- Agency:** (dropdown)
- No. of Results to Display:** 100 (dropdown)
- Include Total Count:** ☐

At the bottom of the panel are three buttons: Search, Clear, and Cancel.

Figure 23: Quick Search Dropdown Options

#### Performing a Quick Search

1. Enter your **search term** in the **search bar**:
  - ❖ A **search term** containing a dash will search **Docket/Document ID**, **Legacy ID**, and/or **Federal Register Number** depending on the type of search item (i.e. Docket or Document).

### Performing a Quick Search

- ❖ A **date search** term will need to be in the format **mm/dd/yyyy**.
  - ❖ Quick Search can be used to perform a **full text search**. In order to find an exact search term, it must be enclosed within **double quotations**. The **full text search** is enabled by default for documents and will search all metadata fields including the first attachment.
2. Click the dropdown to use **search options** in conjunction with the **search term**.



*Note: Search options differ between Dockets and Documents.*

3. Once the **search criteria** are entered, click the **search** button to perform the quick search.



*Note: A user will need to have access permission if searching for an unposted docket/document from an external agency.*

### Docket and Document List Search

The **search bar** at the top of the **Docket** or **Document List** located within the **Menu** options and **Search Results** is used to quickly narrow the results. Additional **Search Options** are available by clicking the dropdown icon located at the top right corner above the **search bar** (shown below).

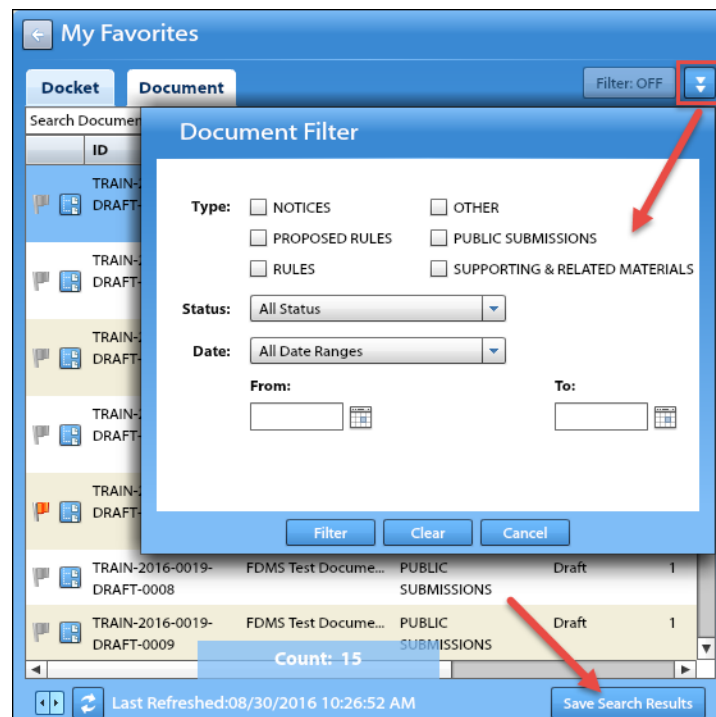


Figure 24: Document Filter on the Document List

### Performing a Search from the Docket and Document List

1. Enter your **search term** in the **search bar**.



**Note:** Users are able to enter a full or partial ID, Title, Type, or Status in the search bar.

2. Click the dropdown located at the top right corner above the search bar to use **search options** in conjunction with the **search term**.



**Note:** Search options differ between Dockets and Documents.

3. Once the **search criteria** is entered, click the **Filter** button to filter the contents from the list or click the **Clear** button to clear the filters.



**Note:** The system will save a user's filter between sessions and the filter can be toggled on and off in order to view all results or the filtered subset.

4. Click the **Save Search Results** button to save the contents displaying on the list. See the **Save Search Results Export** section for further details.

## Docket Tree Search

A search can also be performed by entering a **full or partial ID** in the **search bar** located within the **Docket Tree**. A search bar is also available in the **Duplicates Tree**.

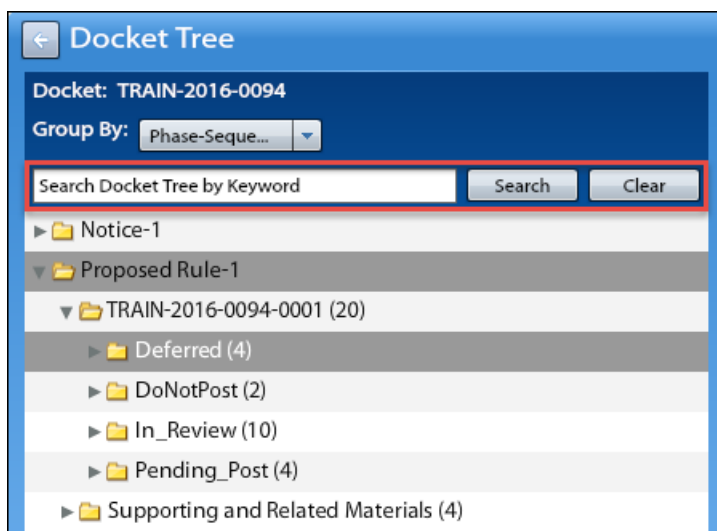


Figure 25: Docket Tree Search Bar

### Performing a Docket Tree Search

1. The **Group By** dropdown options are used to sort documents within the docket.

## Performing a Docket Tree Search



**Note:** Documents can be grouped by Phase-Sequence, Status, Date Received, and Document Type.

2. Enter a **full or partial Document ID**, or a **keyword** in the **Search Docket Tree by Keyword** search bar and select **Search** to display the results in the **Docket Tree**.

## Document Folder Search

The Documents within a folder are displayed in the content view when a folder (Phase folder, Document Type folder, Status folder) is selected in the **Docket Tree**.

| Document ID                | Title                | Received Date | Views | Attachm... | Total Comments |
|----------------------------|----------------------|---------------|-------|------------|----------------|
| TRAIN-2015-0001-DRAFT-0003 | Anonymous Comment    | 02/02/2015    | 1     | 1          | 1              |
| TRAIN-2015-0001-DRAFT-0004 | Comment from Ana     | 02/02/2015    | 1     | 1          | 1              |
| TRAIN-2015-0001-DRAFT-0005 | Comment from Angie   | 02/02/2015    | 1     | 1          | 1              |
| TRAIN-2015-0001-DRAFT-0006 | Comment from Arthur  | 02/02/2015    | 1     | 1          | 1              |
| TRAIN-2015-0001-DRAFT-0007 | Comment from Brea G  | 02/02/2015    | 1     | 1          | 1              |
| TRAIN-2015-0001-DRAFT-0008 | Comment from David H | 02/02/2015    | 1     | 1          | 1              |
| TRAIN-2015-0001-DRAFT-0009 | Comment from Jean P  | 02/02/2015    | 1     | 1          | 1              |
| TRAIN-2015-0001-DRAFT-0010 | Comment from Jenna   | 02/02/2015    | 1     | 1          | 1              |
| TRAIN-2015-0001-DRAFT-0011 | Comment from John P  | 02/02/2015    | 1     | 1          | 1              |

Count: 37

Figure 26: Document Folder Search

## Performing a Document Folder Search

1. Click a **Document Folder** from the **Docket Tree**. The **Document List** is displayed on the right.
2. Enter a **full or partial document ID**, **Title**, **Type**, or **Status** in the **Filter Folder Details** search bar to automatically sort and display the results in the **Document List**.



**Note:** The search results will auto update as the search term (ID, Title, Type, or Status) is entered.

3. Click the **Save Search Results** button to save the contents displaying on the list. See the **Save Search Results Export** section for further details.

## Advanced Search

The **Advanced Search** in FDMS can be used to perform detailed searches on Dockets and Documents. It allows users to utilize different search criteria in order to refine and obtain specific search results.

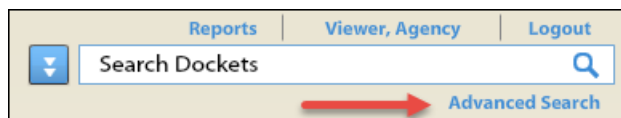


Figure 27: Advanced Search Link

### Performing an Advanced Search

1. Click the **Advanced Search** link located beneath the **Quick Search** bar on the top right corner of the screen.



**Note:** The Advanced Search screen appears in the content view on the right.

Figure 28: The Advanced Search Screen

**Performing an Advanced Search Continued...**

2. Select the appropriate radio button to search for either **Dockets** or **Documents**.
3. From the **No. of Results** dropdown, select the desired number of results. Users can yield up to 10,000 results at a time.



**Note:** The number of results requested will impact the time it will take for the search to complete.



**Note:** Selecting the **Include Total Count** option will display the total number of possible results in the system so that users will know if that number exceeds the specified number of results requested.

4. Click the **modify** button to the right of the **text for all these words** field to narrow the metadata fields that will be searched and enter in the search terms.
  - ❖ From the dropdown select the applicable fields to be searched.
  - ❖ The selected fields can be removed by individually selecting the field in the box and clicking the **Remove** button.
  - ❖ All the selected fields in the box can be removed at once by clicking on the **Remove All** button.
5. Type a **full or partial ID** in the search box. Click the **Modify** button to the right of the **has an ID number** field to select the type of ID fields that will be searched. The ID fields to be searched can be modified from the **Modify ID Type(s)** pop-up window (not shown here).

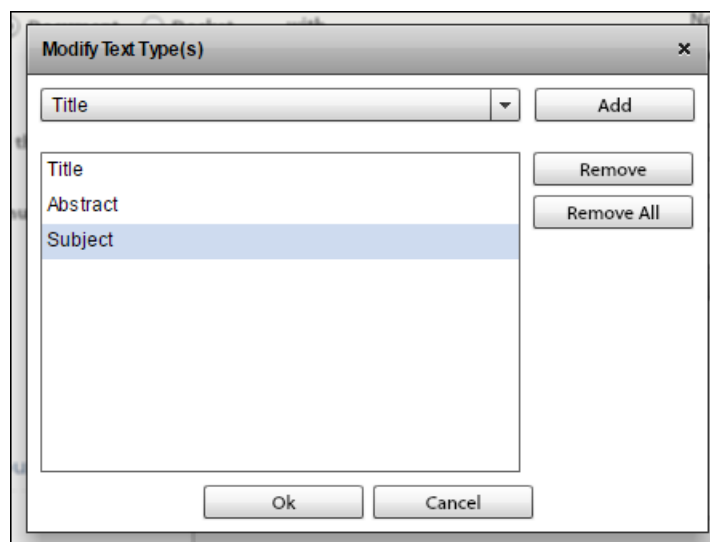


Figure 29: Modify Text Type(s) Pop-up Window

### Performing an Advanced Search Continued...

6. Select the appropriate radio button (**Date Range** or **Specific Date**) next to the **date(s)** field and from the dropdown, choose the desired date option.
7. Under the **Narrow your results by** section, the **Agency** field defaults to the user's agency. Select the desired agency from the **Agency** dropdown to search for other agencies' dockets and documents.



***Note:** The publicly viewable (posted) Dockets and Documents from other agencies are searchable. A user will need read or write permissions in order to search for unposted Dockets and Documents from other agencies.*

8. All Document **Types** are searched by default, but specific type(s) can be searched by checking one or more checkboxes.
9. Click the **Modify** button next to the **Subtype** field to select a subtype(s).



***Note:** Document Subtypes vary by selected Document Type(s).*

10. Narrow your search by selecting a **Status** from the dropdown.
11. Select the desired **Posting Restrictions** from the dropdown. The **Posting Restriction Reason** becomes an active field when a restriction is selected; choose the applicable reason.
12. Users can utilize **Authors** and **Topics** fields to narrow their search results.



***Note:** Users have the ability to **Exclude Migrated Documents** from the search results, i.e. documents migrated from a legacy system.*

13. Under the **Search Submitter Information Fields** sub-section, **Submitter First Name**, **Submitter Last Name**, and **Submitter Organization** fields can be used to further narrow the search for **Public Submissions**, **Supporting and Related Materials**, and **Other** document types.
14. Once the desired fields are selected, click the **Search** button to conduct the **Advanced Search**. The results are displayed in the **Docket** or **Document List**.



***Note:** Click the **Clear All** button to the left of the **Search** button to clear the fields and restore default search settings.*

## Search Results

The **Search Results** are displayed in the Docket or Document List. The **Details** of the first item (Docket or Document) are displayed in the content view.

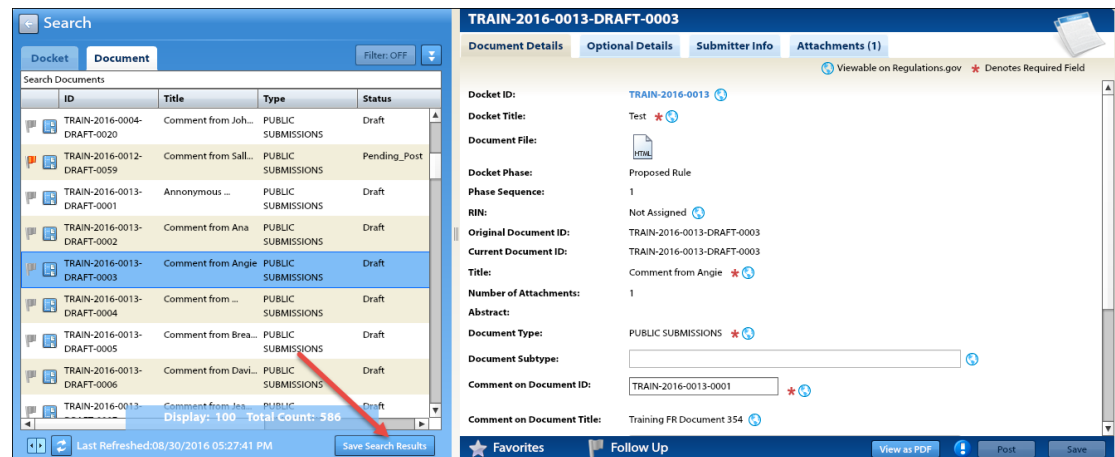







Figure 30: Search Results Screen

### Search Results

1. Users can search within the **Search Results** by using a **full or partial ID, Title, Type, or Status** in the smart search bar. The list will auto-update as search criteria is entered.
2. The **Filter** dropdown provides additional options to narrow the list.
3. Click the  icon to access the **Docket Tree** to view associated documents.
4. The **Count** reflects the total number of dockets/documents in the list. The count will auto-update when either searching within the docket/document list or if the **Filter** is set to "ON".
5. Click the  icon to **Expand** or **Shrink** the column header/s displayed.
6. Click the  icon to **Refresh** the page to display the most recent information.
7. Click the  icon to **Flag** a document to indicate a follow-up or additional review is needed. A flagged document can be **Unflagged** by clicking on the  icon. See the
8. **Flagged Documents** section for more information.
9. Click the **Save Search Results** button to save the contents showing in the Docket List as a CSV file or have a **Full Export** emailed to you.



## Save Search Results Export

The **Save Search Results Export** enables users to export Docket and Document search results. Users have **Basic** and **Full Export** options when saving search results. In the case of a Full Export, FDMS processes the request and returns an email with the extracted metadata fields and/or document files (for Document search results) within 24 hours. The extracted documents are organized into a **File Package** and compressed into a **zip** file. The email contains a link to the **File Package**.

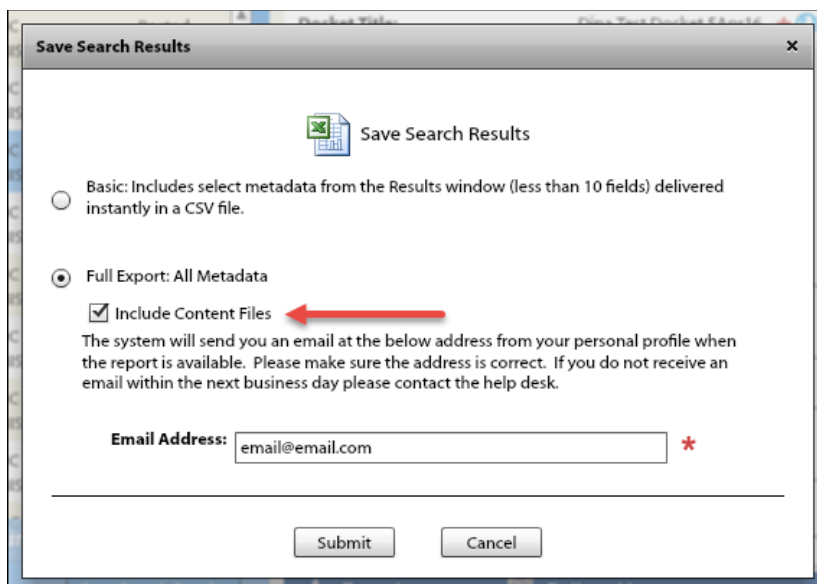


Figure 31: Save Search Results

### Save Search Results Export

1. From the Search Results menu, click the **Save Search Results** button. The Save Search Results Window appears.
2. Users have two options to export the search results:
  - ❖ **Basic:** includes select metadata from the Results window (less than 10 fields) emailed instantly in a CSV file.
  - ❖ **Full Export:** includes all the docket/document metadata and users have an option to include the content files by checking the **Include Content Files** check box if exporting documents.
3. Enter the email address where the results need to be sent. By default, the results are sent to the email in the user's profile.

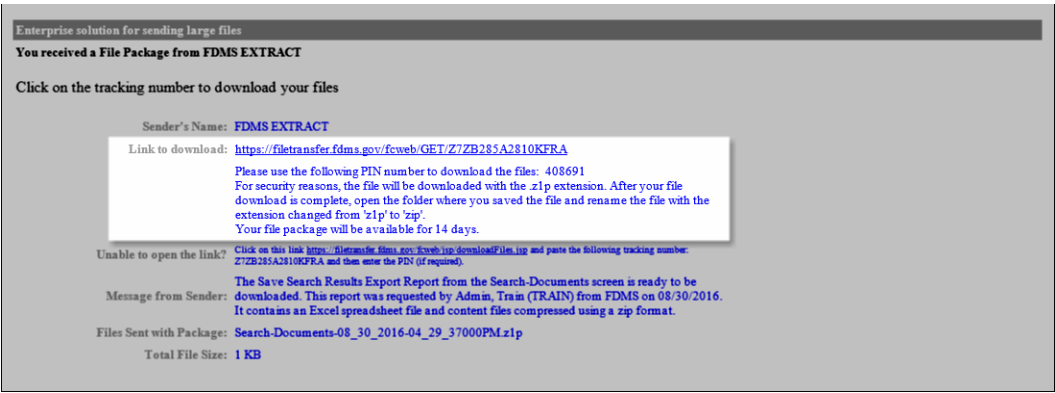


Figure 32: Receiving a File Package from FDMS Extract

Receiving and Extracting the Full Export

1. Open the email sent from **FDMS Extract** and subject line: “You have received a FileCatalyst Webmail package from FDMS EXTRACT”.
2. Locate the **PIN** and write it down. This number will be required to access the file download.
3. Click the **Package Tracking #** to initiate the download process.
4. Enter the **PIN** from step two into the field on the **Please complete your download** screen, and click **Submit**.

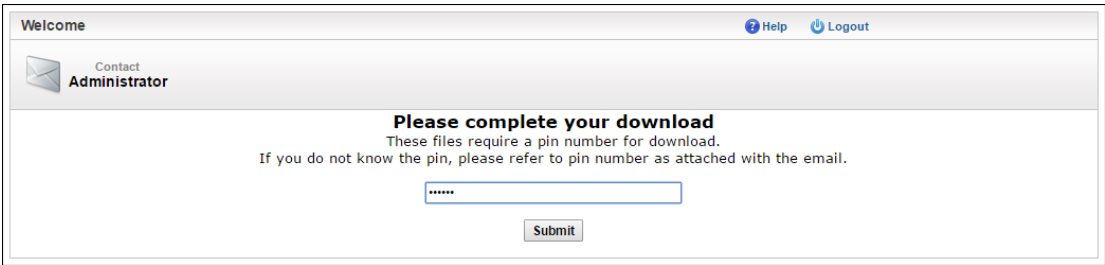


Figure 33: Please Complete Your Download Screen

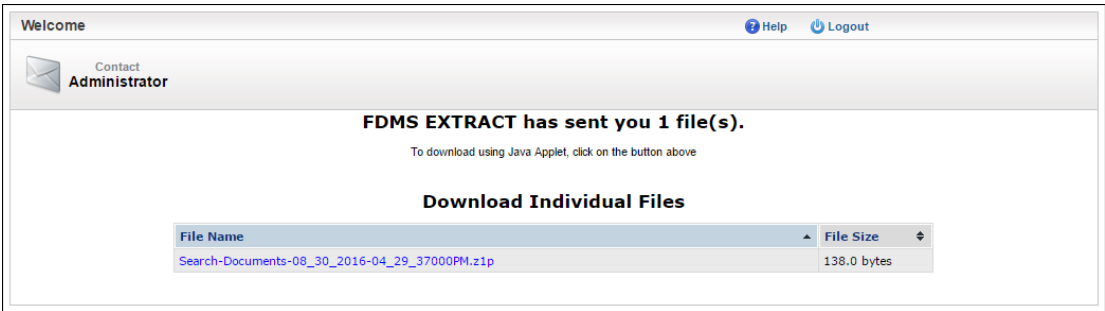


Figure 34: FDMS EXTRACT Download Screen

## Receiving and Extracting the Bulk Documents Continued...

5. Click the file name to download the extracted package.
6. Change the package file extension from “.z1p” to “.zip” and save the file.



**Note:** The file is downloaded with the extension “.z1p” for security purposes.

7. Extract/unzip the files from the “.zip” file. The file contains:
  - ❖ A folder – contains the individual files and attachments associated with the bulk extracted documents (if content files were included).
  - ❖ An Excel spreadsheet – contains metadata fields pertaining to the bulk extracted dockets / documents and links to those documents and attachments



**Note:** The folder and spreadsheet must be housed in the same folder for document and attachment links to function properly.

8. Open the Excel spreadsheet.
  - ❖ Rulemaking and Non-Rulemaking Docket metadata information will be presented in separate tabs (for Docket Search Results)
  - ❖ Each extracted document's metadata is presented in columns
  - ❖ For Public Submission documents, the link in the Document ID column will open the cover page (HTML file). For FR Documents, Supporting and Related Materials, and Other Documents, the link will open the first document attachment.
  - ❖ The link in the attachments column routes users to the **Attachments** spreadsheet, where individual attachment **Titles** can be clicked to view the attachments in their native file format.

|   | B  | C                          | D                                 | E         | F                               | G                  | H                | I                     | J                    | K            |
|---|--|----------------------------|-----------------------------------|-----------|---------------------------------|--------------------|------------------|-----------------------|----------------------|--------------|
| 1 | Document ID                                | Original Document ID       | Attachments                       | RIN       | Title                           | Document Type      | Document Subtype | Submitter Information | Comment On Doc ID    | Status       |
| 2 | <a href="#">ERULE-2013-0030-DRAFT-0002</a> | ERULE-2013-0030-DRAFT-0002 | <a href="#">See 1 attachments</a> | 1234-LL41 | Mass Mail Campaign from the UCA | PUBLIC SUBMISSIONS | Public Comment   | Yes                   | ERULE-2013-0030-0001 | Pending_Post |
| 3 | <a href="#">ERULE-2013-0030-DRAFT-0003</a> | ERULE-2013-0030-DRAFT-0003 | <a href="#">See 3 attachments</a> | 1234-LL41 | Mass Mail Campaign from the UCA | PUBLIC SUBMISSIONS | Public Comment   | Yes                   | ERULE-2013-0030-0001 | Pending_Post |
| 4 | <a href="#">ERULE-2013-0030-DRAFT-0004</a> | ERULE-2013-0030-DRAFT-0004 | <a href="#">See 1 attachments</a> | 1234-LL41 | Mass Mail Campaign from the UCA | PUBLIC SUBMISSIONS | Petition         | Yes                   | ERULE-2013-0030-0001 | Pending_Post |
| 5 | <a href="#">ERULE-2013-0030-DRAFT-0005</a> | ERULE-2013-0030-DRAFT-0005 | <a href="#">See 1 attachments</a> | 1234-LL41 | Mass Mail Campaign from the UCA | PUBLIC SUBMISSIONS | Advisory Opinion | Yes                   | ERULE-2013-0030-0001 | Deferred     |
| 6 | <a href="#">ERULE-2013-0030-DRAFT-0009</a> | ERULE-2013-0030-DRAFT-0009 | <a href="#">See 1 attachments</a> | 1234-LL41 | change                          | PUBLIC SUBMISSIONS | Petition         | Yes                   | ERULE-2013-0030-0001 | Pending_Post |
| 7 | <a href="#">ERULE-2013-0030-DRAFT-0011</a> | ERULE-2013-0030-DRAFT-0011 | <a href="#">See 1 attachments</a> | 1234-LL41 | Mass Mail Campaign from         | PUBLIC SUBMISSIONS | Public Comment   | Yes                   | ERULE-2013-0030-0001 | Pending_Post |

Figure 35: Export Spreadsheet

## Docket Overview

Dockets are created by Agency Administrators, Docket Managers, and Records Managers. Agency Viewers are able to access a Docket from several locations including the Homepage **Menu** options (My Favorites and Recently Viewed), and **Search Results**. Agency Viewers have **Read-Only** access to the Docket.

## Docket Details

Once a Docket is selected, the **Docket Details** tab displays on the right in the content view.

**TRAIN-2016-0094**

**Details** Overview Related POC

Viewable on Regulations.gov \* Denotes Required Field

Title: Proposed Rule 2016 \*

Short Title:

Abstract: A proposed regulation that will change the format of eRule training from verbal to telepathic to improve efficiency and clarity of knowledge transference.

Type: Rulemaking \*

Subtype:

Would you like to Include a RIN for this Docket? ☒ Yes ☐ No

RIN: 0302-TR42 \*

Keyword(s): FDMS; Training Methods; Telepathy; Educational Reform; Curriculum Development; The Future

Bureau/Office:

Organization:

Internal Comments:

Legacy Id:

Effective Date:

★ Favorites View as PDF Save

Figure 36: Docket Details Screen

### Docket Details

1. Select the desired Docket from the **Menu** options or the **Search Results**.
2. The **split screen** view is displayed with the **Docket Details** tab in the content view on the right.
3. Review the metadata information.
  - ❖ The icon indicates the field is **publicly viewable** on **Regulations.gov**.
  - ❖ The icon indicates a **required** metadata field.
4. Click the icon to add the Docket to **My Favorites** and click the icon to remove the Docket from My Favorites.
5. Click the **View as PDF** button to generate a printer friendly format of the

## Docket Details

details screen.



**Note:** The **Save** button is greyed out as Agency Viewers are not able to make any changes.

## Docket Overview Tab

The **Docket Overview** tab gives users a snapshot of docket contents by Phase-Sequence and Document Type. Document counts are organized in three columns:

- ❖ **Received:** Documents in active statuses such as **Pending Post** or any agency specific status.
- ❖ **Posted:** Documents **Posted** to Regulations.gov
- ❖ **Inactive:** Documents in **Withdrawn**, **Do Not Post**, or **Deferred** status.

Users may click one of the hyperlinked numbers in any column to pull up a search result list with the corresponding documents.

**TRAIN-2016-0094**

Details **Overview** Related POC

**Docket Contents by Phase-Sequence**

✓ Denotes Current Phase

| Phase-Sequence  | FR Documents |        |          | Public Submissions |        |          | Supporting Documents |        |          |
|-----------------|--------------|--------|----------|--------------------|--------|----------|----------------------|--------|----------|
|                 | Received     | Posted | Inactive | Received           | Posted | Inactive | Received             | Posted | Inactive |
| Notice-1        |              | 1      |          |                    |        |          |                      | 4      |          |
| Proposed Rule-1 | ✓            | 1      |          | 14                 |        | 6        |                      | 4      |          |

**Docket Contents by Document Type**

| Document Type                  | Status   |        |          |
|--------------------------------|----------|--------|----------|
|                                | Received | Posted | Inactive |
| Notices                        |          | 1      |          |
| Proposed Rules                 |          | 1      |          |
| Public Submissions             | 14       |        | 6        |
| Supporting & Related Materials |          | 8      |          |

★ Favorites Save

Figure 37: Docket Overview Tab

## Related Dockets

The **Related Dockets** tab allows users to add and maintain a list of the docket/s related to the current docket.

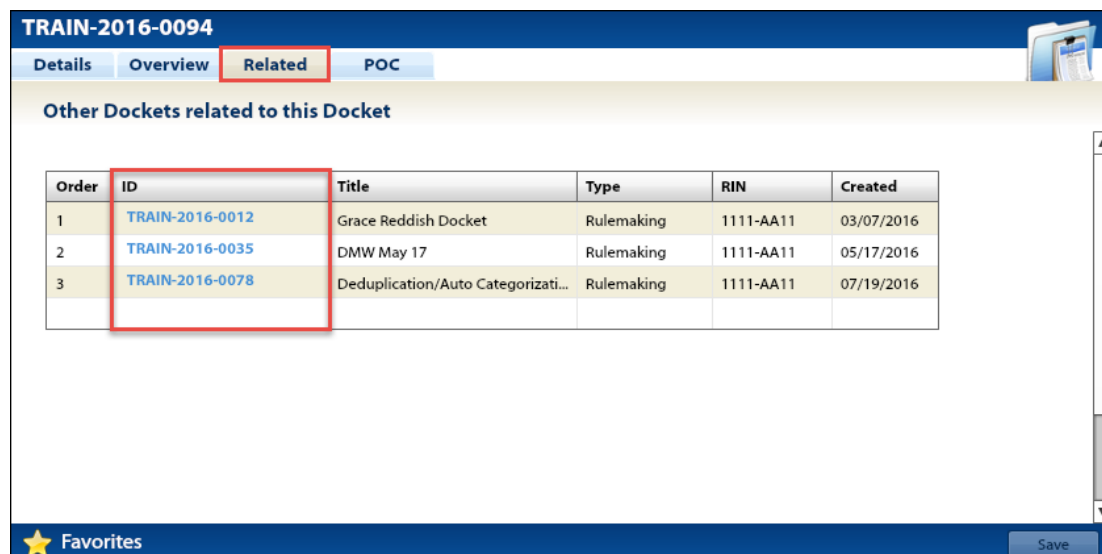


Figure 38: Related Dockets Tab

### Related Dockets

1. Click the **Related Dockets** tab to view the dockets that have been related to the current docket.
2. View the related docket information such as the **Docket ID**, **Title**, **Type**, **RIN** and the **Created** date.
3. Click the related docket **ID** to navigate to the related docket.



**Note:** Both dockets will appear as related dockets in their respective Related Dockets tab.



**Note:** If the related docket belongs to another agency, a user will be able to view only the posted documents in read only capacity unless write permissions are granted by that other agency.



**Note:** The related docket information is viewable to the public on Regulations.gov.

## Point of Contact (POC)


The **POC** tab allows FDMS users to view and/or manage the Docket Point of Contact (POC) information. A Docket can have more than one POC. Docket Managers and Agency Administrators are able to add/edit Docket POC's while Rule Writers, Docket Staff, and Agency Viewers are only able to view the information.

**TRAIN-2016-0094**

Details Overview Related **POC**

**Docket Point of Contact** Viewable on Regulations.gov

**\*Note:** The first two Docket Points of Contact (POC) that have "View on Regulations.gov" checked will appear on the Docket Folder Summary Page for this Docket on Regulations.gov.

| Order | First Name | Last Name | Title      | E-mail Address           | Phone Number | * View on Regulations.gov   |
|-------|------------|-----------|------------|--------------------------|--------------|---|
| 1     | Joe        | Green     | Supervisor | email@email.com          | 555-555-5555 | <input checked="" type="checkbox"/>  |
| 2     | Jack       | Sparrow   | Captain    | black.pearl@carribean.co | 555-555-5555 | <input type="checkbox"/>  |
| 3     | Doctor     | Who       | Manager    | email@tardis.net         | 555-555-5555 | <input type="checkbox"/>  |


★ Favorites Save

Figure 39: Docket POC Tab

### Point of Contact (POC)

1. Select the **POC** tab to access the Point of Contact information.
2. View the POC information such as the **First Name, Last Name, Title, Email Address** and **Phone Number**.



**Note:** As indicated by the  icon, the first two POC's that have **View on Regulations.gov** checked will appear in the Docket Folder Summary Page for this docket on Regulations.gov.

## Document Overview

Documents can be quickly added by Agency Administrators, Docket Managers, Rule Writers, and Records Managers. Agency Viewers are not able to add Documents.

Documents can be accessed from the **Menu** options, **Search Results** or the **Docket Tree**. Once a document is selected, the document is displayed in the content view.

## Document Details

The **Docket Tree** is on the left and the Document Management tabs are displayed in the content view.

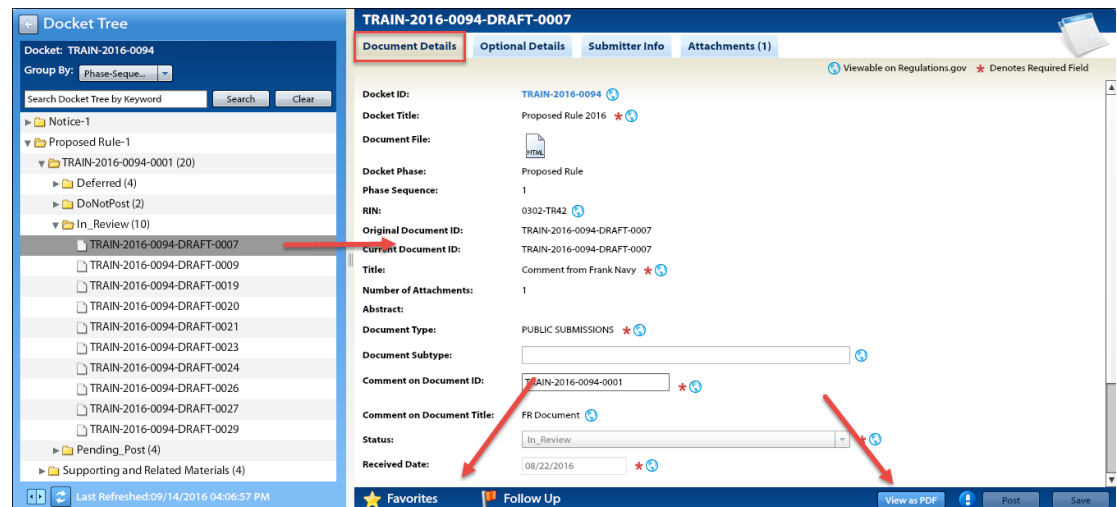








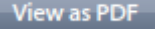
Figure 40: Docket Tree and Document Details

### Document Details

1. Select a Document from the **Document List** located on one of the **Menu** options or the **Search Results**. If accessing the document from the **Docket Tree**, click the **Document ID**.
2. The **split screen** view is displayed with the **Document Details** tab in the content view on the right.
3. Review the metadata information.
  - ❖ The  icon indicates the field is **publicly viewable** on **Regulations.gov**.
  - ❖ The  icon indicates a **required** metadata field.
4. Click the  icon to add the Document to **My Favorites** and click the  icon to remove the Document from My Favorites.




### Document Details

5. Click the  icon to **Flag** a document to indicate a follow-up or additional review is needed. A flagged document can be **Unflagged** by clicking on the  icon. See the **Flagged Documents** section for more information.
6. Click the  button to generate a printer friendly format of the details screen.



**Note:** Once the document is posted, a permanent Document ID is generated and the original draft ID will also be displayed in the Document Details screen.

7. Hover over the  icon to view additional information.

### Default Document Statuses

Document Status is an internal indicator of the current position in the life cycle of a document. There are five default statuses in the system but FDMS Agency Admins are able to create custom statuses for their agencies to manage their workflow.


#### Default Document Statuses


- ❖ **Pending Post:** Pending Post status tells the system that a document is ready to be posted (provided all required metadata have been filled out). A document must be in Pending Post status before it can be posted.
- ❖ **Posted:** A document in Posted status is a live document viewable by the public on Regulations.gov and is a part of the public record.
- ❖ **Withdrawn:** If for any reasons, a posted document needs to be withdrawn, the system allows users with adequate rights to withdraw the document by providing a reason/explanation for withdrawal. The reason for withdrawal is viewable to the public.
- ❖ **Do Not Post:** This status is used to let other users know that a document should not be posted.
- ❖ **Deferred:** Deferred status is used as a temporary status for a document when not sure what to do with the document.

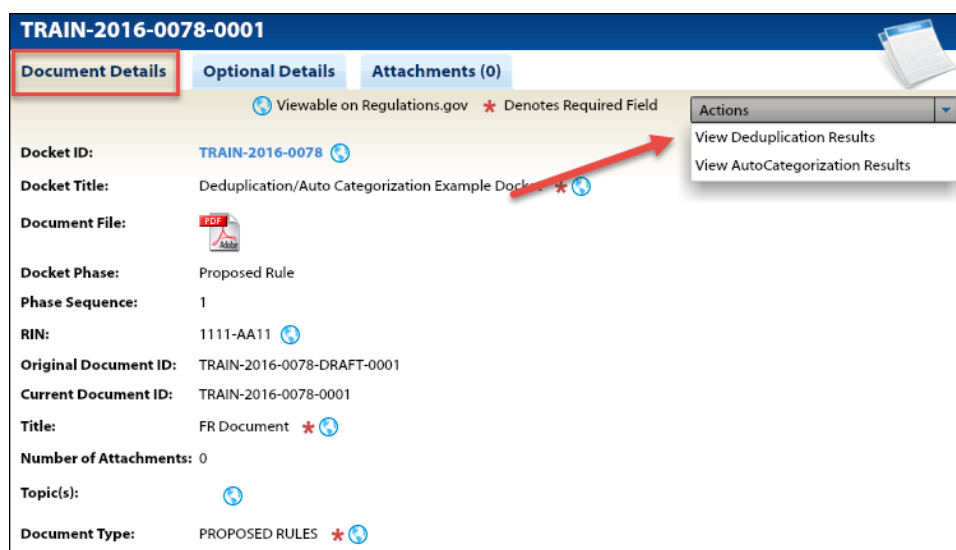
## Document Details Actions Menu

An Agency Viewer is able to view the existing **Deduplication Results** and **Auto Categorization Results** on a **Federal Register Document** from the **Actions** dropdown on the **Document Details** screen. Please refer to the **Viewing the Deduplication Results** section for details.

### Document Details Actions Menu

 **Note:** Only an **Assigned Docket Manager** or an **Agency Administrator** is able to **Run** or **Re-run** Deduplication or Auto Categorization. Other user roles with permission to access the FR document can only **view** the results.

 **Note:** **Document Details** and **Optional Details** tabs present users with the same options on the **Actions** dropdown.



The screenshot shows the 'Document Details' tab for document TRAIN-2016-0078-0001. The 'Actions' dropdown menu is open, showing two options: 'View Deduplication Results' and 'View AutoCategorization Results'. A red arrow points from the 'Actions' dropdown to the 'View Deduplication Results' option. The document details include: Docket ID: TRAIN-2016-0078, Docket Title: Deduplication/Auto Categorization Example Docket, Document File: PDF, Docket Phase: Proposed Rule, Phase Sequence: 1, RIN: 1111-AA11, Original Document ID: TRAIN-2016-0078-DRAFT-0001, Current Document ID: TRAIN-2016-0078-0001, Title: FR Document, Number of Attachments: 0, Topic(s):, and Document Type: PROPOSED RULES.

Figure 41: Document Details Actions Dropdown

## Optional Details

The **Optional Details** tab is comprised of non-required metadata fields. Users will find a unique document **Tracking Number** generated by the system under this tab.

The screenshot shows the 'Optional Details' tab selected in the document form. The form includes fields for 'Status Set By' (Admin, Train (TRAIN)), 'Comment Start Date', 'Comment Due Date', 'Postmark Date', 'Legacy ID', 'Response Tone', 'Comment Category', 'Tracking Number' (1k0-8rh5-mhm8), 'Page Count' (1), and 'Total Page Count Including Attachments' (1). A red arrow points to the 'Tracking Number' field. Another red arrow points to the 'View as PDF' button in the bottom right corner. The bottom navigation bar includes 'Favorites', 'Follow Up', 'View as PDF', 'Post', and 'Save' buttons.

Figure 42: Optional Details Tab

## Submitter Info

The **Submitter Info** tab displays information specific to the submitter of a **Public Submission**. Submitter Info can also be included for **Supporting and Related Materials** and **Other** document types depending on the agency configuration.

The screenshot shows the 'Submitter Info' tab selected in the document form. The form includes fields for 'Comment' (See attached), 'First Name', 'Last Name', 'Mailing Address', 'Mailing Address 2', 'City', 'Country', 'State or Province', 'ZIP/Postal Code', 'Email Address', 'Phone Number', and 'Organization Name'. A red arrow points to the 'View as PDF' button in the bottom right corner. The bottom navigation bar includes 'Favorites', 'Follow Up', 'View as PDF', 'Post', and 'Save' buttons.



Figure 43: Submitter Info Tab


## Attachments



**Attachments** are files associated to a **Primary Document**. The Attachments tab allows agency viewers to view the attachment files and metadata information.




**TRAIN-2016-0094-DRAFT-0007**


Document Details Optional Details Submitter Info **Attachments(1)**


| Order | Title                   | Posting Restrictions | Views   |
|-------|-------------------------|----------------------|---|
| 1     | Comment from Frank Navy | No restrictions      |   |

Not all Attachments may be visible depending on your permissions.  
 Viewable on Regulations.gov \* Denotes Required Field

**Title:** Comment from Frank Navy \*  **Agency Note:** 

**Views:**   **Publication Reference:** 

**Abstract:**  **Posting Restriction:** No restrictions

**Authors:** 

**Page Count:** 0


★ Favorites  Follow Up [View as PDF](#) [Save](#)

Figure 44: The Attachments Tab

### Posting Restrictions

- The following **Posting Restriction** options can be applied to an attachment by the **Rule Writer** or the **Docket Manager**:
  - ❖ **No Restrictions:** No restrictions will be applied to the attachment.
  - ❖ **Show Metadata Only:** Only the metadata fields are viewable to the public, not the attached file.
  - ❖ **Restrict All:** All metadata and attached files will be restricted from the public view.



**Note:** If restrictions are applied, a Reason Restricted is required.



**Note:** Restrictions take effect once the Primary Document is posted.



**Note:** An attachment file can be viewed by clicking the file icon located on the Attachments List or on the Attachment Details.

## Docket Tree and Document List

The **Docket Tree** enables users to view all the documents within a Docket.

**Docket Tree**

Docket: TRAIN-2015-0001

Group By: Phase-Sequence...

Search Docket Tree by Keyword Search Clear

Notice-1

Proposed Rule-1

TRAIN-2015-0001-0001 (37)

Supporting and Related Materials (5)

Pending\_Post (5)

TRAIN-2015-0001-DRAFT-0002

TRAIN-2015-0001-DRAFT-0040

TRAIN-2015-0001-DRAFT-0041

TRAIN-2015-0001-DRAFT-0042

TRAIN-2015-0001-DRAFT-0043

**Proposed Rule-1**

**Document List** Batch Options Document Details Optional Details Attachments

Filter Phase Details Searches on ID, Title, Type and Status

| Document ID                | Title                        | Type                           | Status       | Views | Attachments | Pub Submis... | Total Comm... |
|----------------------------|------------------------------|--------------------------------|--------------|-------|-------------|---------------|---------------|
| TRAIN-2015-0001-0001       | Example FR Document          | PROPOSED RULES                 | Posted       |       |             | 37            | 37            |
| TRAIN-2015-0001-DRAFT-0002 | Cost Benefit Analysis Report | SUPPORTING & RELATED MATERIALS | Pending_Post |       | 2           |               |               |
| TRAIN-2015-0001-DRAFT-0040 | Environmental Impact Report  | SUPPORTING & RELATED MATERIALS | Pending_Post |       |             |               |               |
| TRAIN-2015-0001-DRAFT-0041 | Scientific Study #1          | SUPPORTING & RELATED MATERIALS | Pending_Post |       |             |               |               |
| TRAIN-2015-0001-DRAFT-0042 | Scientific Study #2          | SUPPORTING & RELATED MATERIALS | Pending_Post |       |             |               |               |
| TRAIN-2015-0001-DRAFT-0043 | Historical Context           | SUPPORTING & RELATED MATERIALS | Pending_Post |       |             |               |               |

Count: 6

Last Refreshed: 09/21/2016 10:30:49 AM

Save Search Results

Figure 45: Phase-Sequence Contents Document List

### Docket Tree and Document List

1. Click the **Group By** dropdown to arrange the documents in the desired manner. Users can choose **Phase-Sequence**, **Status**, **Date Received**, and **Document Type**.
2. Use the search bar to filter the Docket Tree by partial or full Document ID's, Title, Type or Status.
3. Click on a **Phase-Sequence** folder to display the contents (**Document List**) on the right.
4. Use the smart search bar at the top of the **Document List** to filter the Document List by full or partial Document ID's, Title, Type or Status.
5. Documents can be rearranged by clicking on the column headers.
6. The table displays **Document IDs**, **Titles**, **Type**, **Status**, **Views** (the primary file which is clickable), **No. of attachment(s)** on each document.
  - ❖ The last two columns represent the total number of comments submitted and uploaded in FDMS on an FR document and the total number of comments including the duplicates that were not uploaded.
7. Select an individual document to activate Document Management tabs next to the Document List and Batch Options tab in the content view.
8. Open the **Document Details**, **Optional Details**, or **Attachments** tab to review document metadata fields while remaining in the Document List.



**Note:** The Submitter Info tab will also be available for Public Submissions or Supporting and Related Materials with the Submitter Info

## Docket Tree and Document List

*tab enabled.*



**Note:** For more information on document tabs see the **Document Overview** section.

9. Double click on a document to navigate to the **Document Details** page.
10. Click a **status** subfolder under the FR document, and the folder contents will display on the right.



**Note:** The **Batch Options** tab appears except when an FR Document folder is clicked.

11. Click the **Save Search Results** button to save the contents displaying on the list. See the **Save Search Results Export** section for further details.

**Docket Tree**

Docket: TRAIN-2015-0001

Group By: Phase:Seque...

Search Docket Tree by Keyword Search Clear

- Notice-1
- Proposed Rule-1
  - TRAIN-2015-0001-0001 (37)
    - Pending\_Post (37)
    - Supporting and Related Materials (5)
      - Pending\_Post (5)
        - TRAIN-2015-0001-DRAFT-0002
        - TRAIN-2015-0001-DRAFT-0040
        - TRAIN-2015-0001-DRAFT-0041
        - TRAIN-2015-0001-DRAFT-0042
        - TRAIN-2015-0001-DRAFT-0043

Last Refreshed: 09/21/2016 11:13:04 AM

**Proposed Rule-1 - TRAIN-2015-0001-0001 - Pending\_Post**

Document List Batch Options Document Details Optional Details Attachments

Filter Folder Details Searches on ID, Title, Type and Status

| Document ID                | Title                | Received Date | Views | Attachm... | Total Comments |
|----------------------------|----------------------|---------------|-------|------------|----------------|
| TRAIN-2015-0001-DRAFT-0003 | Anonymous Comment    | 02/02/2015    | 1     | 1          | 1              |
| TRAIN-2015-0001-DRAFT-0004 | Comment from Ana     | 02/02/2015    | 1     | 1          | 1              |
| TRAIN-2015-0001-DRAFT-0005 | Comment from Angie   | 02/02/2015    | 1     | 1          | 1              |
| TRAIN-2015-0001-DRAFT-0006 | Comment from Arthur  | 02/02/2015    | 1     | 1          | 1              |
| TRAIN-2015-0001-DRAFT-0007 | Comment from Brea G  | 02/02/2015    | 1     | 1          | 1              |
| TRAIN-2015-0001-DRAFT-0008 | Comment from David H | 02/02/2015    | 1     | 1          | 1              |
| TRAIN-2015-0001-DRAFT-0009 | Comment from Jean P  | 02/02/2015    | 1     | 1          | 1              |
| TRAIN-2015-0001-DRAFT-0010 | Comment from Jenna   | 02/02/2015    | 1     | 1          | 1              |
| TRAIN-2015-0001-DRAFT-0011 | Comment from John P  | 02/02/2015    | 1     | 1          | 1              |

Count: 37

Save Search Results

Figure 46: Status Folder Contents Document List

## Batch Processing

**Batch Processing** enables users to process multiple documents at the same time. Batch processing can be performed from different locations: **Document lists** from all the **Menu Options**, **Search Results**, **Docket Tree** and the **Duplicates Tree**.

### Batch Processing Locations

#### Homepage Menu Options and Search Results

**Batch Processing** can be performed by selecting multiple documents from the **Search Results** or the following **Menu** options: **My Favorites**, **Recently Viewed** and **Flagged Documents**.

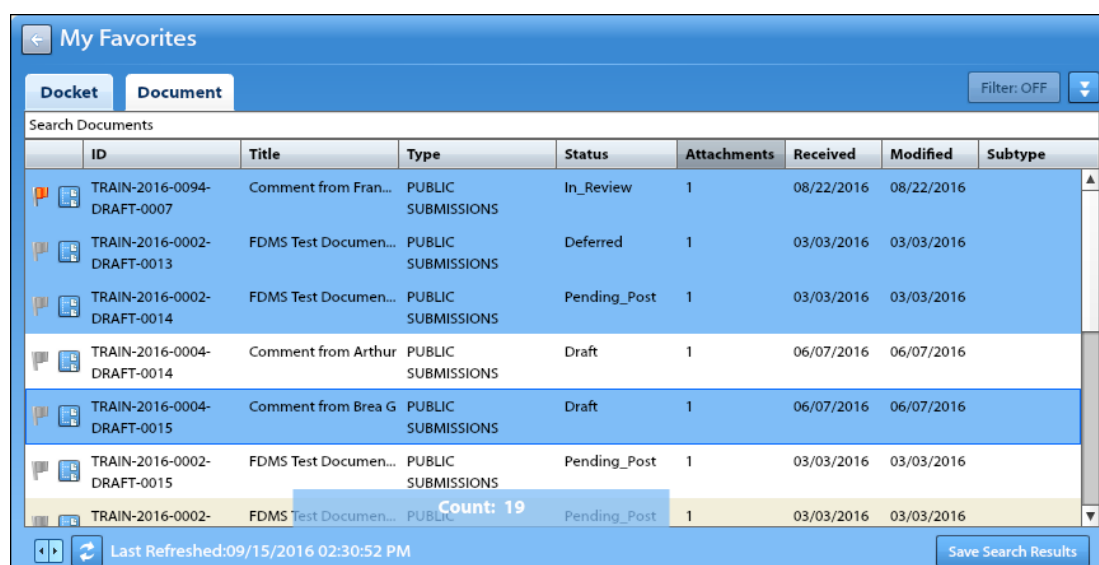
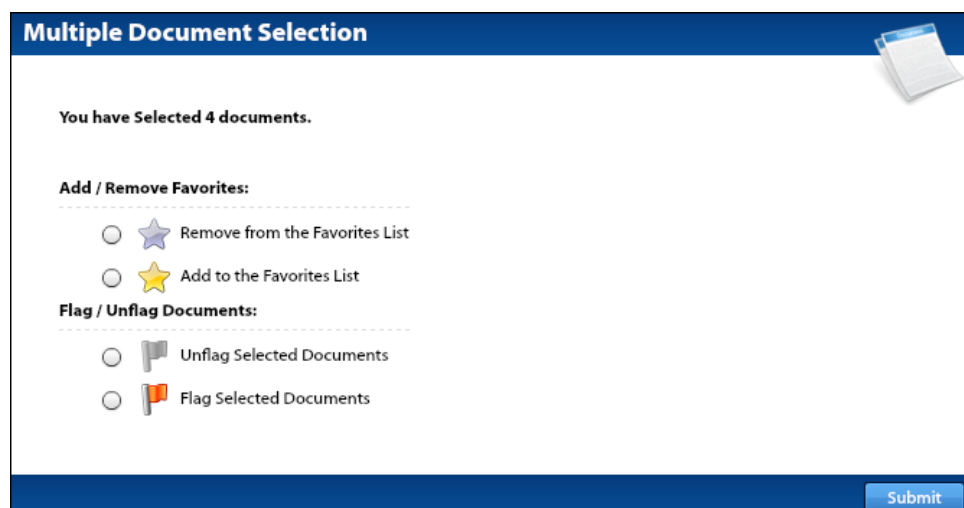


Figure 47: Selecting Multiple Documents from the Document List

#### Selecting Multiple Documents

1. Click the **Document Tab** from the Menu option (if applicable).
2. Use the following windows hotkeys to select multiple documents from the **Document List** or the **Document Search Results**.
  - ❖ **CTRL + A** to select all the documents in the list.
  - ❖ **CTRL + click the desired documents** to selectively highlight multiple documents.
  - ❖ Multiple documents can also be selected by using **SHIFT + up or down arrow** or by using the left click on your mouse.
3. The **Multiple Document Selection** screen appears.



**Multiple Document Selection**

You have Selected 4 documents.

**Add / Remove Favorites:**

☐ Remove from the Favorites List

☐ Add to the Favorites List

**Flag / Unflag Documents:**

☐ Unflag Selected Documents

☐ Flag Selected Documents

**Submit**

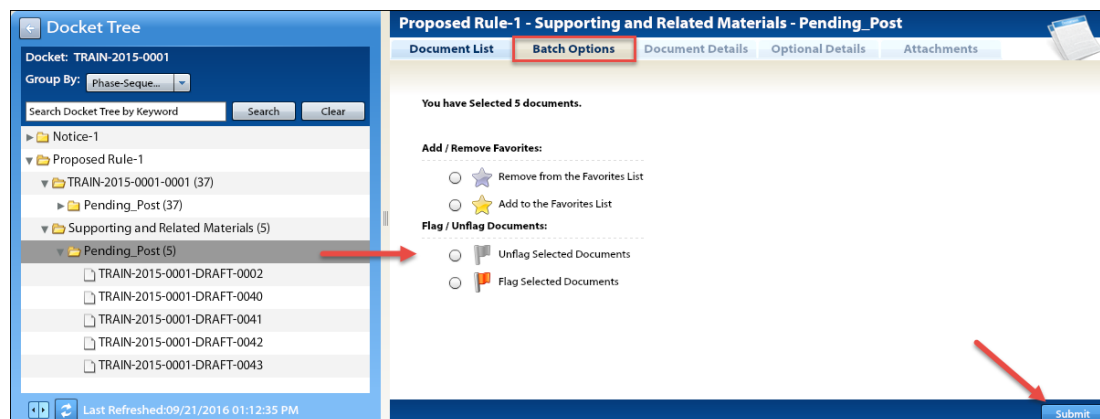
Figure 48: Batch Processing Options for Multiple Document Selection

### Batch Processing Options for Multiple Document Selection

1. The **Number of documents** selected is displayed at the top of the screen.
2. Select the **radio button** next to the batch action to be performed. Users can **add to** or **remove** the selected documents from their **Favorites List**. The selected documents can also be **flagged** or **unflagged**.
3. Click the **Submit** button at the bottom right of the screen to batch process the documents.

### Docket Tree and Duplicates Tree

**Batch Processing** can be performed from within the **Docket Tree** by selecting a **documents folder** (e.g. Pending Post folder) or by selecting multiple documents from within a Documents folder. Similarly, Batch Processing can also be done in the **Duplicates Tree** (the Deduplication Results) by selecting a **pivot folder** or by selecting multiple documents from within a Documents folder.



**Docket Tree**

Docket: TRAIN-2015-0001

Group By: Phase-Seque...

Search Docket Tree by Keyword Search Clear

Notice-1

Proposed Rule-1

TRAIN-2015-0001-0001 (37)

Pending\_Post (37)

Supporting and Related Materials (5)

Pending\_Post (5)

TRAIN-2015-0001-DRAFT-0002

TRAIN-2015-0001-DRAFT-0040

TRAIN-2015-0001-DRAFT-0041

TRAIN-2015-0001-DRAFT-0042

TRAIN-2015-0001-DRAFT-0043

**Proposed Rule-1 - Supporting and Related Materials - Pending\_Post**

Document List **Batch Options** Document Details Optional Details Attachments

You have Selected 5 documents.

**Add / Remove Favorites:**

☐ Remove from the Favorites List

☐ Add to the Favorites List

**Flag / Unflag Documents:**

☐ Unflag Selected Documents

☐ Flag Selected Documents

**Submit**

Figure 49: Batch Options Tab When Selecting a Folder from the Docket Tree



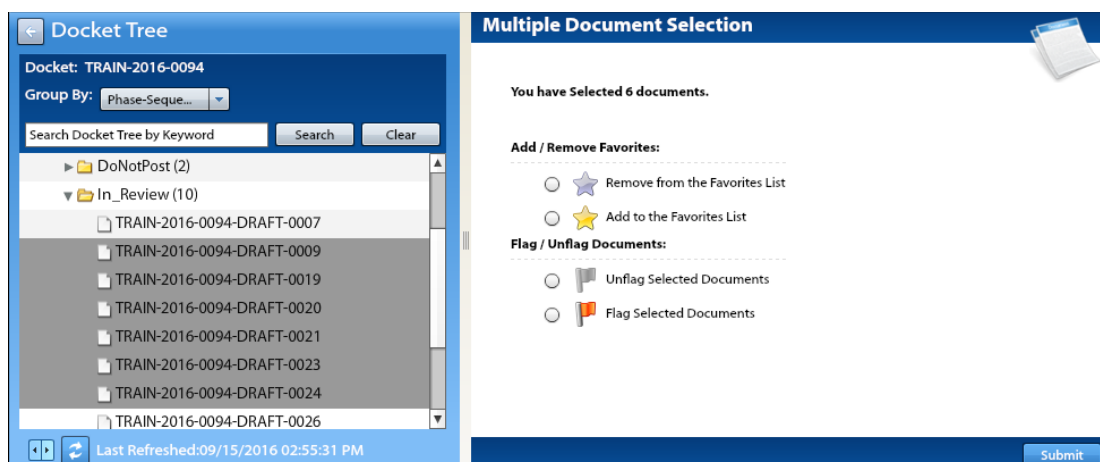




Figure 50: Multiple Document Selection from Within a Folder


### Batch Processing Options from the Docket Tree and Duplicates Tree

1. Click the  icon to access the **Docket Tree** or access the **Deduplication Results** to access the **Duplicates Tree**.

 **Note:** Refer to the *Deduplication Results* section of the guide for instruction on accessing Deduplication Results (Duplicates Tree).

2. Users can click a documents folder (e.g. Pending Post, Pivot folder etc.) or select multiple documents using windows hotkeys as described above.


 **Note:** The Batch Options tab is available in all documents folders except the folder containing the Federal Register Document (when the Docket Tree is grouped by Phase-Sequence).

 **Note:** Multiple documents can also be selected from the documents list in the contents view.

3. Click the **Batch Options** tab to view the batch processing options if a folder is selected. If multiple documents have been selected, the Multiple Document Selection window appears.
4. Both screens present users the same batch processing options: add or remove documents from the Favorites list, and flag or unflag them.

 **Note:** Users can select one radio button or multiple checkboxes.

5. Once the desired Batch Option(s) is selected, click the **Submit** button to initiate the batch job.
6. Click **Ok** on the **Confirm the Requested Changes** pop-up window to confirm submission of the Batch Job (not shown here).

 **Note:** A message stating that *Your Request has been submitted* is displayed at the top of the screen.

## Comment Deduplication

Agency Viewers have the ability to view reports on the duplicate comments received on any Document that receives public submissions. The **Deduplication** tool helps agencies in the timely and efficient reviewing and processing of comments, especially when they are received in large quantities.

### Deduplication Process and Important Terms

FDMS uses a leading text analytics software technology that applies statistical capabilities to detect duplicate and near duplicate documents based on a percentage threshold of identical text.

- ❖ The Deduplication engine evaluates both web form comment text and the text contained in the first attachment of the comment (if available).
- ❖ The engine selects a baseline document (referred to as a pivot document) and matches comments that contain at least 60% identical text from the base document (identified as 'near duplicate' documents).
  - ❖ **Pivot Document:** The comment identified by the Deduplication engine as the baseline to detect other near duplicate comments.
  - ❖ **Near Duplicate Document:** A comment that contains at least 60% identical text from the pivot document.
  - ❖ **Unique Documents:** Comments that are unlike any of the pivot documents (or do not meet the minimum threshold) and thus do not fit in to any set of near duplicate comments.
- ❖ The engine is useful in identifying duplicate submissions from individuals as well as form letters and mass mail campaigns.
- ❖ It may take up to 24 hours for the Deduplication process to be complete and the results to be viewable.

## Viewing the Deduplication Results

The Deduplication feature can be accessed from the **Actions Dropdown** on the **FR** or **Other Document** where the comments are being made.

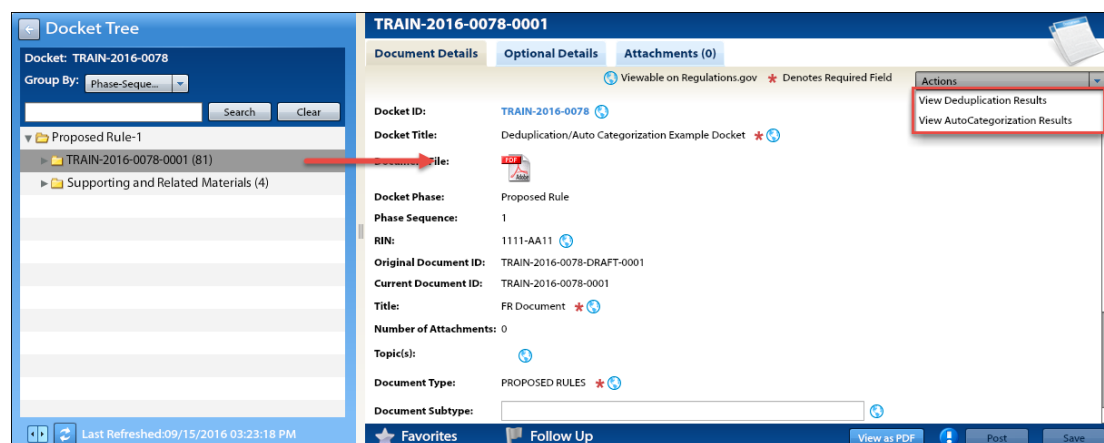


Figure 51: Actions Dropdown on an FR Document

### Viewing the Deduplication Results

1. Click the **Document ID** of the **FR Document** (not shown here).
2. From the **Document Details** screen, click the **Actions** dropdown and select **View Deduplication Results**.

## Deduplication Results

The **Deduplication Results** are displayed in a split screen. On the left is the **Duplicates Tree** and on the right in the content view is the **Deduplication Details** bar diagram.

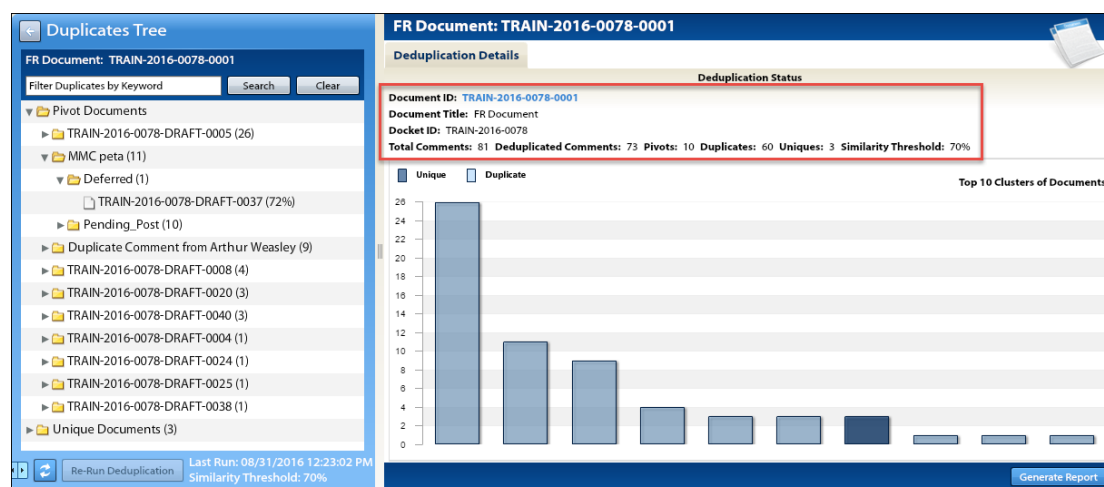



Figure 52: Duplicates Tree on the Left and Deduplication Details on the Right.

## Viewing Deduplication Results

1. The **Deduplication Details** displays the **FR Document ID**, **Docket ID**, and the number of **Pivots**, **Duplicates**, and **Unique** Documents at the top of the screen.
2. The bar diagram will display the **Top Ten Clusters of Documents**.
3. Click the **Generate Report** button to receive an emailed report (as an Excel spreadsheet) on the Deduplication Results.
4. Within the **Duplicates Tree** click the  icon to expand the folders and see the contents.
5. In the **Pivot Folder** users will see a **percentage** in parenthesis next to the **Document ID** of the **Near Duplicates** indicating the amount of identical text with the Pivot.

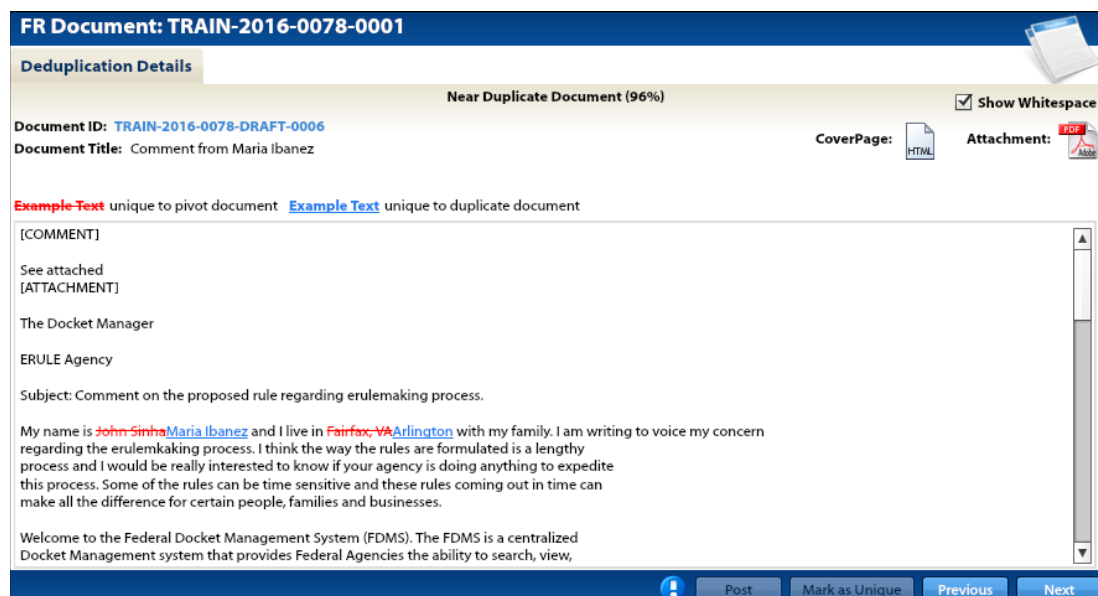


Figure 53: Near Duplicate Document

## Viewing Deduplication Results Continued...

6. Click the **Document ID** of the **pivot** document to view the content on the right (not shown here).
7. Click the **Document ID** of a **near duplicate** document to view the content details and deduplication analysis on the right as shown in the figure above.
  - ❖ The **Black** text on the near duplicate comment is **exactly the same** text as is in the pivot document.
  - ❖ The **Blue** text on the near duplicate comment is the text that is

### Viewing Deduplication Results Continued...

**unique to the near duplicate** comment.

- ❖ The **Red** text indicates the text that is **unique to the pivot** document only.
8. Navigate to the **previous** or the **next** comment/screen by clicking on the respective buttons located at the bottom right of the screen.
    - ❖ **Previous** button is disabled when the first document of the folder is selected.
    - ❖ **Next** button is disabled when the last document of the folder is selected.
    - ❖ **Previous** and **Next** button both are disabled when the folder has only one document.
  9. Click on the Document ID to view the document management tabs.
  10. Agency Administrators and Assigned Docket Managers can **re-run deduplication** from the **duplicates tree** by using the **Re-Run Deduplication** button.
  11. Utilize the **Filter Duplicates by Keyword** option in the duplicates tree to narrow the list of documents.

## Auto Categorization

Auto Categorization provides Agency Administrators and Docket Managers the ability to run an automated categorization engine on an FR or Other Document that has received 20 or more comments. Auto Categorization clusters comments by common subject matter and targets topics of discussion for rule makers by highlighting leading public concerns.

### Important Concepts for Auto Categorization

FDMS uses a leading text analytics software technology that determines the key content of a comment (what the comment is about) and then categorizes similar comments into clusters.

- ❖ Auto Categorization evaluates both web form comment text and the text contained in the first attachment of the comment (if available).
- ❖ Comments are categorized into clusters by similar key concepts, and the clusters are then characterized by three system-generated keywords that best represent the content of the comments.
- ❖ It may take up to 24 hours for the Auto Categorization process to be complete and the results to be viewable.

### Viewing Auto Categorization Results

The Auto Categorization tool can be accessed from the **Actions** dropdown on an **FR or Other Document**.

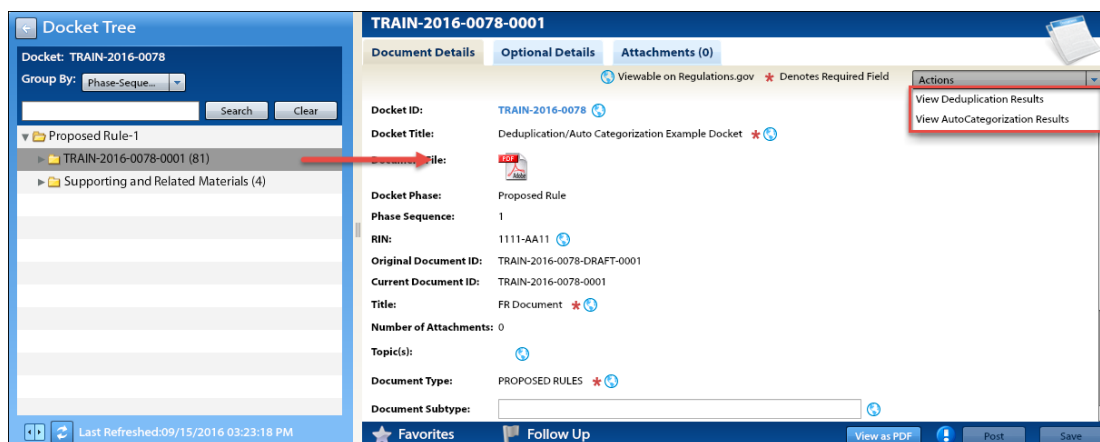


Figure 54: Actions Dropdown on an FR Document

## Viewing Auto Categorization Results

1. Click the **Document ID** of the **FR Document** (not shown here).
2. From the **Document Details** screen, click the **Actions** dropdown and select **View Auto Categorization Results**.



**Note:** The Agency Administrators and Assigned Docket Managers are able to Run or Re-Run Auto-Categorization. Other FDMS roles that have permissions to access the Docket and Documents are able to view the Auto Categorization Results if available.



**Note:** The FR or Other Document must have at least 20 comments to run Auto Categorization.

## Auto Categorization Results

The **Auto Categorization Results** are displayed in a split screen. On the left is the **Auto Categorization Tree**, and the right is the content view. Before a document is selected from the tree, the right side shows the **Auto Categorization Details** and a visual display of the breakdown of the categorization in the form of a pie chart.

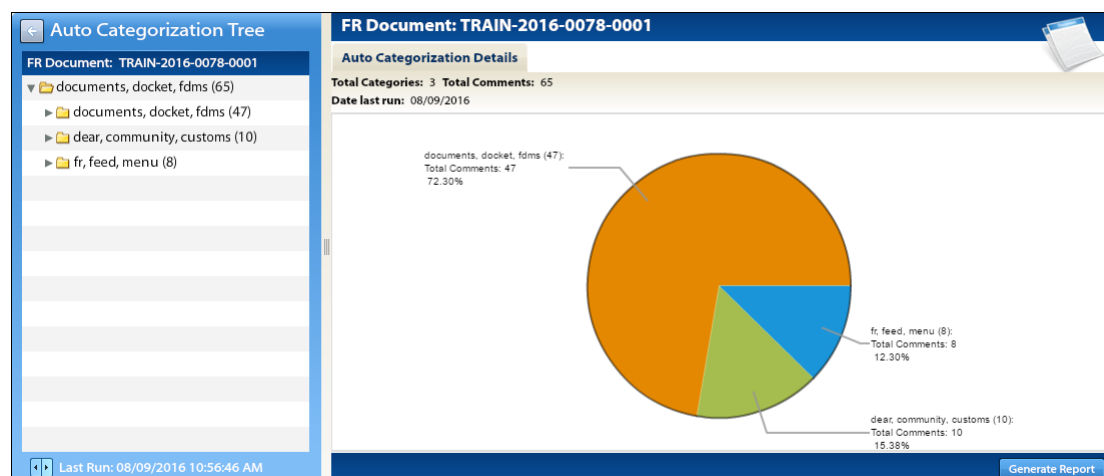


Figure 55: Auto Categorization Details

The screenshot displays the 'Auto Categorization Tree' on the left and 'Auto Categorization Details' on the right. The tree lists categories with their respective document counts and percentages. The details pane shows the document ID 'TRAIN-2016-0078-DRAFT-0041', category title 'fr, feed, menu', and a comment with blue-highlighted text. The bottom status bar indicates 'Last Run: 08/09/2016 10:56:46 AM'.

Figure 56: Auto Categorization Tree and Details

### Viewing Auto Categorization Results

1. The **Auto Categorization Details** displays the total amount of categories and the percentage of the total comments that are included in each category.
2. In the **Auto Categorization Tree**, the various concept clusters are displayed according to auto-generated key terms.
3. The percentage denoted after the Document ID indicates how strongly the comment matches that category.



**Note:** Each comment will be categorized into only one concept cluster.

4. Click the **Document ID** of a comment to view the content details and Auto Categorization analysis on the right as shown in the figure above.
  - ❖ The **Blue** text in the comment indicates five key sentences that the system has determined best represent the ideas indicated by the comment category folder key terms.



## Reports

The **Reports** module allows users to access **Standard** pre-defined reports and the **Summary** module. The module can be accessed via the link in the top tool bar.

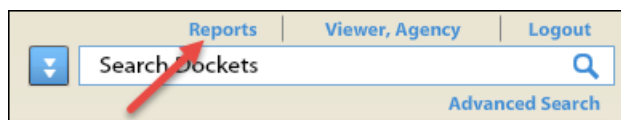


Figure 57: Reports Link

## Standard Reports

The Standard reports tab presents a number of pre-defined report options to users to query specific information in FDMS.

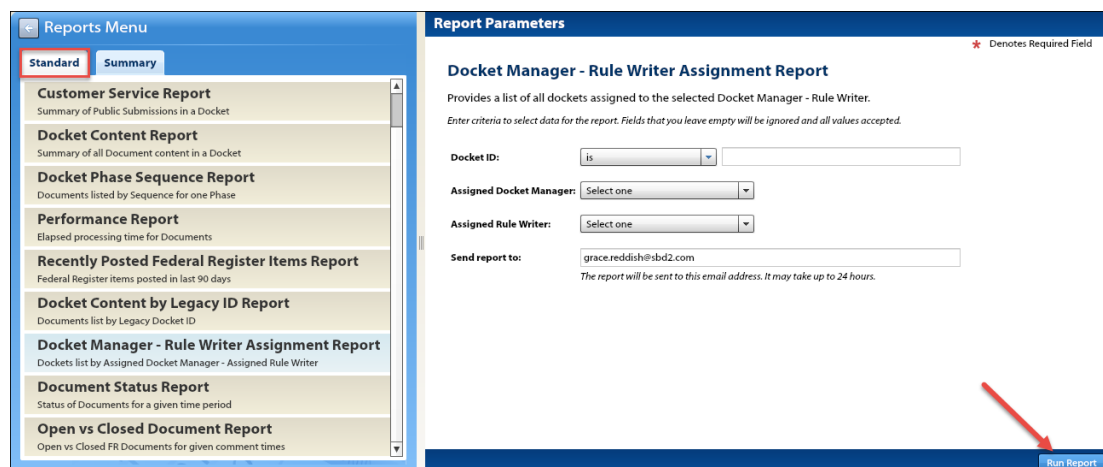


Figure 58: Standard Reports Menu

### Standard Reports

1. Click the **Reports** link located on the top right of the Homepage.
2. The **Standard Reports Menu** is displayed on the left and the **Reports Parameters** are displayed on the right.
3. Select the desired report from the **Standard Reports Menu**.
4. Enter/select the applicable criteria for the selected report.
5. Click the **Run Report** button to send to the email address provided.



**Note:** The report could be received in 15 minutes, or could take up to 24 hours depending on the volume of requests at that time.

## Report Terms and Definitions

- ❖ **Current Docket Phase Report:** Provides the real-time status of the agency's Dockets showing the Documents in each phase and sequence.
- ❖ **Customer Service Report:** Provides the ability to view Docket activity. The report provides a summary of the number of Public Submissions from email, paper, web, and API sources by Docket for a specified period of time.
- ❖ **Docket Content Report:** Provides the ability to view all of the Documents and their attachments associated with a particular Docket, regardless of the phase-sequence.
- ❖ **Docket Phase-Sequence Report:** Provides the ability to view all Documents by sequence for a specific phase in a Docket.
- ❖ **Performance Report:** Provides the elapsed processing time between the date a Document was received in FDMS and the date that Document was posted to the public.
- ❖ **Recently Posted Federal Register Items Report:** A list of Federal Register items posted in the last 90 days for one or all agencies.
- ❖ **Docket Content by Legacy ID Report:** Provides a view of Documents with a Legacy ID by searching for the FDMS Docket ID or the Legacy Docket ID used prior to FDMS.
- ❖ **Docket Manager – Rule Writer Assignment Report:** Provides a list of all dockets assigned to the selected Docket Manager and/or Rule Writer.
- ❖ **Document Status Report:** Provides the ability to view by Status of Documents for a given period of time.
- ❖ **Open vs Closed Document Report:** Provides the ability to select a date and see FR Documents open or opened for comment during that time and FR Documents that closed for comment during that time.

## Summary Module

The **Summary** Module enables users to select from four user specific options and three agency wide options. Each Summary option except the last two (i.e. Agency Most Active Documents and Agency Most Active Dockets) presents the summary statistics sorted by Document Status and Date Received.

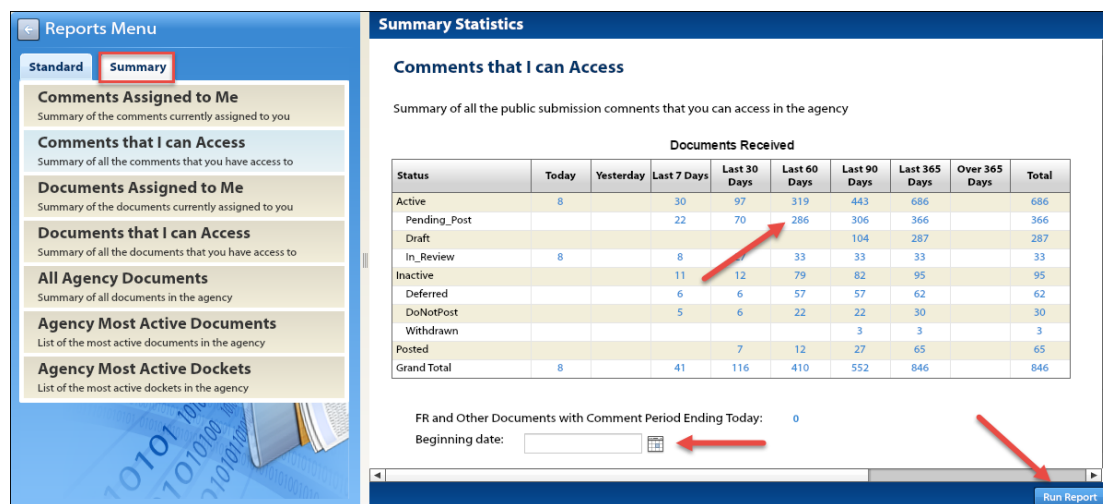


Figure 59: Summary Menu Options and Summary Statistics

### Summary Module

1. From the **Reports Menu** click the **Summary** tab.
2. Select the desired option from the **Summary Menu**.
3. The **Summary Statistics** is displayed on the right in table format.
4. Click one of the hyperlinked numbers in the table to view a list of relevant documents in a Search Results window (not shown here).
5. Select a **Beginning Date** to only view the number of documents in each of the Document statuses since the selected date.



**Note:** For Agency wide **Most Active Dockets and Documents** options, users will need to select the timeframe they want included in the output.



**Note:** When a Document ID is accessed from the Summary report(s), viewers are able to view metadata fields in the Document management tabs in the contents view.



**Note:** When a Docket ID is accessed from the Summary reports, the screen will refresh to display the Docket tree on the left and the Docket management tabs on the right.

## FDMS Resource Center

The FDMS Resource Center provides users with information on upcoming trainings, special features of the system including Records functionality, pending release activities, and FDMS best practices. To suggest enhancements to the system, users can download an FDMS CCB request form and submit it to the CCB chairperson.



Figure 60: General Information Navigation Bar

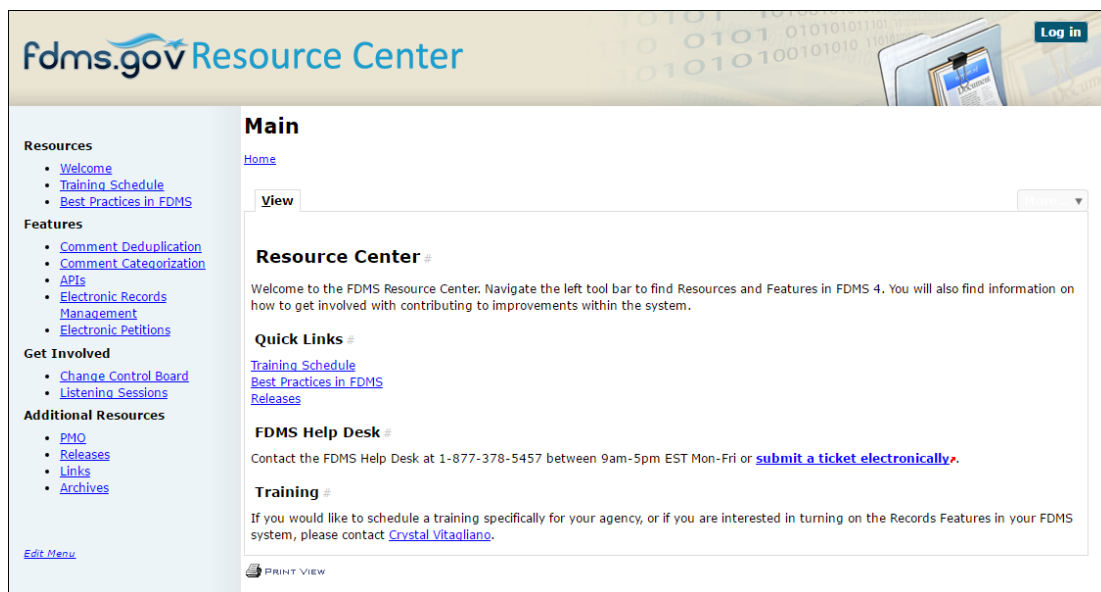


Figure 61: Resource Center